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ABSTRACT

This guide sets forth federal and Wisconsin state policy regarding administration and financial management of child nutrition programs. The first of the three main sections of the document covers United States Department of Agriculture administrative policies. The topics included in this section are as follows: (1) "Reimbursement" (covers issues such as reimbursement for meals and milk served on weekends); (2) "Meal Requirement Variations and Substitutions"; (3) "Meal Tickets, Replacement Fees, and the Denial of Meals"; (4) "Free and Reduced Price Application Process"; (5) "Procurement, Production, and Food Sales"; (6) "Overt Identification" (includes issues such as non-discrimination practices); (7) "Implementation of School Meal Programs"; (8) "Civil Rights"; and (9) "Coordinated Review Effort" (a federal unified accountability system). The second section of the document, "Financial Management," covers these issues: (1) "Claim for Reimbursement"; (2) "Net Cash Resources"; and (3) "Meal Charges." The third and final section on "General" topics covers: (1) "Resources" (such as guidance materials); and (2) "Meal Patterns." (AJH)

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Child Nutrition Programs

Administrative and Financial Handbook

ED 393 589

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Child Nutrition Programs

Administrative and Financial Management Handbook

Wisconsin Department of Public Instruction
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Madison, WI

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Administrative and Financial Management Handbook

CROSS REFERENCE

If you are looking for FNS Instruction:	Title	See Section No.
712-1	Use of Donated Foods for Training Students in Home Economics	1.520
765-2, Rev. 1	Households That Do Not Apply for Free and Reduced Price Meals	1.420
765-3, Rev. 1	Prevention of Overt Identification	1.605
765-7, Rev. 2	Handling Lost, Stolen and Misused Meal Tickets	1.300
770-1, Rev. 1	Use and Sale of USDA Donated Foods in Schools and Residential Child Care Institutions	1.515
782-6	Fees for Lunchroom Services	1.310
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UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
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FNS INSTRUCTION 786-6
REV. 1

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Parts 210, 220, 225 and 226

Reimbursement for Recycled Milk and Other Meal Components

This Instruction sets forth the policy concerning recycling of milk and other meal components.

To avoid food waste, served milk that is unopened and retrieved for reservice, or the reservice of other items as a component of another reimbursed meal, is permitted if such practice is not contrary to applicable State and local health codes. This policy is based on the regulatory provision that Federal reimbursement is provided to the participating school food authority, institution or sponsor for each meal **served** to participants, which meets the meal pattern requirements in Sections 210.10, 220.8, 225.16, and 226.20 of the Department's regulations.

Application of this policy is to be limited to those situations where it is necessary to prevent food waste. Where nonconsumption and, therefore, the practice of recycling is extensive, appropriate measures should be taken to assure that increased consumption is encouraged through proper and appealing service, nutrition education and other means.

With regard to accountability for such recycled meal components, Sections 210.8(c), 220.11(b), 225.9(d)(4), and 226.10(c) require that claims for reimbursement shall include data in sufficient detail to justify the reimbursement claimed. Other sections indicate that all claims are subject to review or audit and must be substantiated by appropriate documentation. Participating schools, institutions and sponsors should therefore maintain some record of their daily use of purchased milk or other food items which are recycled.

SAMUEL P. BAUER
Director
Child Nutrition Division

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FORM FNS-620 (4-86)

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
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Alexandria, VA 22302

FNS INSTRUCTION 786-7
REV. 1

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Sections 210.2, 215.2, 220.2

Reimbursement for Meals and Milk Served on Weekends

Congress initially established the National School Lunch, Commodity School, School Breakfast, and Special Milk Programs with the intent of providing nutritious meals or milk to children in traditional schools which normally operate Monday through Friday. This was later expanded to include residential child care institutions and residential schools.

Traditional schools which operate Monday through Friday receive Federal reimbursement for meals or milk served during the periods set aside for meal and milk service during the regular school week. Meals and milk served by the school food authority on the weekend may be reimbursable if the activity is an **integral part** of the curriculum or an actual extension of the local educational program, and not simply a school-affiliated extracurricular event or activity, such as football, band and choral activity. The decision as to whether an activity is an integral part of or extension of the curriculum is to be made by those who determine curriculum in the State education agency, in conjunction with a review of the actual situation with the local school food authority.

Boarding schools that serve meals or milk on weekends may be reimbursed only if the weekend is an extension of the weekday educational program, as defined by the State education agency. However, residential child care institutions may be reimbursed for meals served on weekends.

In all cases, care must be taken to ensure that accurate records are maintained, including meal or milk counts for the free, reduced price and paid categories, as appropriate.

SAMUEL P. BAUER
Director
Child Nutrition Division

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FNS INSTRUCTION 786-8
REV. 1

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Sections 210.7 and 220.9

Reimbursement for Off-Site Meal Consumption

This Instruction sets forth the policy with respect to reimbursement of meals consumed off-site under the National School Lunch, Commodity School, and School Breakfast Programs.

The authorizing legislation and program regulations clearly intend that meals reimbursed under the programs are to be served and consumed as part of the school program, on school or school-related premises. Therefore, school meals given to children to take home are not reimbursable. However, meals such as those taken on school supervised field trips may be reimbursed, if they meet the meal pattern requirements and are served and consumed as part of a school related function. These functions must be part of the curriculum, as defined by the State education agency, and not extracurricular events. Meals served off-site should be subject to especially stringent sanitary and precautionary measures to avoid contamination and spoilage.

Exceptional circumstances exist for students who are enrolled in one school but attend another work-study site for the part of the day that includes the meal hour. Those students applying for free or reduced price meals should do so through their home-base school since the home-base school would be more familiar with individual circumstances. The work/study school is responsible for the service of meals and the recordkeeping for meals served and claimed for reimbursement. Therefore, the work/study school should obtain, for its own records, a copy of the free and reduced price meal application for any student to whom it serves a free or reduced price meal. When the work/study site does not participate in the programs, take out school meals meeting program requirements may be served to such students and claimed for reimbursement by their home-base school. The provision of such meals is at the option of the school, since school food authorities are only required to make meals available to students who are present during the meal service period.

In all cases, care must be taken to ensure that accurate detailed records are maintained, including meal counts for free, reduced price and paid categories.

SAMUEL P. BAUER
Director
Child Nutrition Division

DISTRIBUTION: 5,6,12	MANUAL MAINTENANCE INSTRUCTIONS: Remove FNS Instruction 786-8 from Manual. Insert this Instruction.	RESPONSIBLE FOR PREPARATION AND MAINTENANCE: CND-100	6-6-88

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FNS INSTRUCTION 786-9
REV. 1

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Sections 210.7, 215.8 and 220.11

Reimbursement for Meals or Milk Served to Continuous School Calendar Students

This Instruction sets forth the policy on reimbursement for meals or milk served to continuous school calendar students.

In schools which operate on a continuous school calendar, any meals or milk served to students who are on their vacation break are not eligible for reimbursement. It is the intent of the law that only those children who are participating in the normal educational process be eligible for meals or milk under the National School Lunch, Commodity School, School Breakfast and Special Milk Programs.

SAMUEL P. BAUER
Director
Child Nutrition Division

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FNS INSTRUCTION 783-13
REV. 2

ACTION BY: Regional Directors
Nutrition and Technical Services
Special Nutrition Programs

SOURCE CITATION: Sections 210.10(i)(2), 220.8(e), 225.16(f)(5), and 226.20(i)

Variations in Meal Requirements for Religious Reasons: Jewish Schools, Institutions, and Sponsors

FNS may approve variations in the food components of meals served in the child nutrition programs on an experimental or on a continuing basis where there is evidence that such variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs.

In accordance with this provision, meals served in Jewish schools participating in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP); institutions and their facilities participating under the Child and Adult Care Food Program (CACFP); and sponsors and sites in the Summer Food Service Program (SFSP) may be exempted from the enrichment portion of the bread requirement of the child nutrition programs during the religious observance of Passover. Unenriched matzo may be substituted for the bread requirement during that period of time only. Enriched matzo used as a bread/bread alternate must be served at all other times during the year.

In addition to this variation, the aforementioned entities (schools, institutions, and sponsors) may be exempted from the meal pattern requirement of the child nutrition programs which requires that milk be served with all lunches and suppers. Such entities may choose from three options which apply only to lunch and supper menus containing meat or poultry. Milk must be served in all other meals since Jewish Dietary Laws allow other meat alternates such as fish, cheese, eggs, nut and seed butter and nuts and seeds to be consumed with milk at the same meal. For review and audit purposes, entities electing to use the options must maintain a record on file of which of the options they have chose.

OPTION I: Serve an equal amount of full-strength juice in place of milk with lunch or supper. When juice is substituted for milk, it may not contribute to the vegetable/fruit requirement. Entities operating five days per week may substitute juice for milk twice per week for lunches and twice for suppers, but no more than once each day. Those operating seven days per week may make three substitutions per week for lunches and three for suppers, but no more than one each day.

OPTION II: Serve milk at an appropriate time before or after the meal service period, in accordance with applicable Jewish Dietary Law.

OPTION III: Serve the supplement (snack) juice component at lunch or supper. Serve the lunch or supper milk component as part of a supplement (snack).

A limit is placed on the number of substitutions per week in Option 1 because milk is a primary source of calcium and riboflavin.

Those program operators electing this option should be encouraged to serve other sources of calcium and riboflavin when substituting juice for milk. Other good sources of calcium are green leafy vegetables, such as greens and broccoli. Other good sources of riboflavin are dark green and yellow fruits and vegetables and whole-grain or enriched breads and cereals. Options II and III are not permitted in outside-school-hours care centers under the CACFP, and in non-camps under the SFSP because children are not always present for both meal services.

An exemption for breakfasts served under the SBP, CACFP, and SFSP is not necessary. Milk must be offered with all SBP reimbursable breakfasts since 1) the meal pattern allows for, but does not require, a meat/meat alternate component, and 2) the school may elect the "offer versus serve" option if a meat/meat alternate is offered. Likewise, a meat/meat alternate is not a requirement in the CACFP and SFSP breakfast patterns, therefore, an exemption is not needed.

Entities wishing to exercise the options available under the above variations shall notify the State agency. The CACFP institutions and SFSP sponsors shall do so on behalf of their facilities or sites. The decision to exercise these options shall be at the facility or site level.

Robert E. Washington
Deputy Administrator
for Special Nutrition Programs

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FNS INSTRUCTION 783-14
REV. 1

ACTION BY: Regional Directors
Nutrition and Technical Services
Special Nutrition Programs

SOURCE CITATION: Section 210.10, 225.16, 226.20

Variation in Meal Requirements for Religious Reasons:
Seventh-day Adventist Schools, Institutions, and Sponsors

FNS may approve variations in the food components of meals and supplements served in the Child Nutrition Programs on an experimental or on a continuing basis where there is evidence that such variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs.

In accordance with this provision, Seventh-day Adventist [1] schools participating in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP), [2] institutions and their facilities participating in the Child and Adult Care Food Program (CACFP), and [3] sponsors and sites in the Summer Food Service Program (SFSP) may use meat analogues (plant protein products at the 100 percent level) to meet the meat/meat alternate component and quantity requirements for breakfasts, lunches, suppers, and supplements.

Meat analogues are foods of plant origin, typically soy and wheat, which are made to resemble meat, poultry, and fish in appearance, texture, and flavor. They are nutritionally comparable to and acceptable as meat alternates.

The attached list of meat analogues was developed by Andrews University under the direction of the General Conference of Seventh-day Adventist schools and institutions. The attachment is designed as guidance to assist Seventh-day Adventist entities in determining contributions the meat analogues listed make to the meat/meat alternate component. It will help program administrators purchase the appropriate quantities of these products for the number of students to be served. The information may also be used by administering agencies in reviewing meals served for compliance with the meat/meat alternate quantity requirements.

In determining the serving size necessary to contribute one ounce of meat alternate, Andrews University considered 1) the average nutritional values of meat alternates that may be used to meet the meat/meat alternate component of breakfasts, lunches, suppers and supplements, and 2) the practicality of serving size.

Entities wishing to exercise the options available under the above variations shall notify the State agency. The CACFP institutions and SFSP sponsors shall do so on behalf of their facilities or sites. The decision to exercise these options shall be at the facility or site level.

Robert E. Washington
Deputy Administrator
for Special Nutrition Programs

Food Buying Guide Information for Seventh-Day Adventist Schools and Institutions

1. Food as Purchased	2. Purchase Unit	3. Servings per purchase unit	4. Serving or portion and contribution to the meal requirement	5. Purchase units for 100 servings	6. Additional Information
MEAT ANALOGUES					
WORTHINGTON FOODS					
CANNED ITEMS					
Natural Tough Taco Mix	3.25 oz. package	16	1 Tbsp. reconstituted	6.3	
Granburger, dry	10 oz. carton	25	2 Tbsp. dry (11 g or .39 oz)	4.0	
Granburger, dry	20 pound carton	825	2 Tbsp. dry (11 g or .39 oz)	.12	
Diced Chik	13 oz. can	3	1/3 cup (about 2.5 oz.)	33.3	
Chili	20 oz. can	8	1/3 cup (about 2.5 oz.)	12.5	
Chili	50 oz. can	20	1/3 cup (about 2.5 oz.)	5	
Choplets	20 oz. can	8	1 slice (about 1.5 oz.)	12.5	
Country Stew	19 oz can	3	1/3 can (about 6 oz)	33.3	
Multigrain Cutlets	20 oz can	8	1 slice (about 1.5 oz)	12.5	
Vegetarian Cutlets	50 oz can	30	1/2 slice (about 1 oz)	3.3	
Fri Chik	13 oz can	5	1 piece (about 45 g)	20	
Fri Chik	42 oz can	16	1 piece (about 45 g)	6.3	
Natural Touch Vegetarian Chili	20 oz can	6	1/3 cup (about 2.5 oz)	16.7	
Nonmeat Balls	19 oz can	6	2 meatballs (about 1.2 oz)	16.7	
Numete	19 oz can	12	1.5 oz	8.3	
Prime Stakes	13 oz can	8	1/2 slice (about 1.5 oz)	12.5	

1. Food as Purchased	2. Purchase Unit	3. Servings per purchase unit	4. Serving or portion and contribution to the meal requirement	5. Purchase units for 100 servings	6. Additional Information
Prime Stakes	47 oz can	24	1/2 slice (about 1.5 oz)	4.2	
Protose	20 oz can	20	1 oz	5	
Saucettes	19 oz can	10	1 link (about 1 oz)	10	
Savory Slices	13 oz can	5.3	1 1/2 slices (about 1.5 oz)	18.9	
Super Links	19 oz can	8	1 link (about 1.5 oz)	12.5	
Turkee Slices	13 oz can	5.3	1 1/2 slices (about 1.5 oz)	18.9	
Vegetarian Burger	20 oz can	20	1 oz	5	
Vegetarian Burger	50 oz can	50	1 oz	2	
Vegetarian Burger, no salt	20 oz can	13.3	1.5 oz	7.5	
Vegetable Skallops	20 oz can	12.2	1 oz	8.2	
Vegetable Skallops	50 oz can	30	1 oz	3.3	
Vegetable Skallops, no salt	20 oz can	12.2	1 oz	8.2	
Vegetable Steaks	20 oz can	10	1 piece (about 36 g)	10	
Vejalinks	19 oz can	6.7	1.5 links (about 1.5 oz)	15	
FROZEN ITEMS					
Meatless Beef Style Roll	72 oz roll	57.6	1.25	1.7	
Meatless Smoke Beef Roll	72 oz roll	72	1 oz	1.4	
Beef Pie, Vegetarian	1 pie	1	1 pie (about 8 oz)	100	
Bolono Slices	8 oz carton	6	2 slices (about 1.4 oz)	16.7	
Bolono Roll	72 oz roll	57.6	1.25 oz	1.7	
Chicken Pie, Vegetarian	1 pie	1	1 pie (about 8 oz)	100	
Chicken, Meatless Diced	5 pound bag	64	1.25 oz	1.6	
Meatless Chicken Slices	8 oz package	5.3	1.5 slices (about 1.5 oz)	18.9	
Meatless Chicken Slices	16 oz package	10.7	1.5 slices (about 1.5 oz)	9.4	
Chic-Ketts	1 pound roll	16	1 oz	6.3	

1. Food as Purchased	2. Purchase Unit	3. Servings per purchase unit	4. Serving or portion and contribution to the meal requirement	5. Purchase units for 100 servings	6. Additional Information
Chic-Ketts	56 oz roll	56	1 oz	1.8	
Chik Sticks	10 oz carton	10	1 oz	10	
Chik Sticks	15 pound carton	240	1 oz	.4	
Meatless Corn Beef	8 oz carton	5.3	3 slices (about 1.5 oz)	18.9	
Meatless Corn Beef	16 oz carton	5.3	3 slices (about 1.5 oz)	18.9	
Crispy Chik	12 oz package	8	1.5 oz	12.5	
Crispy Chik Patties	10 oz package	4	1 patty (about 2.4 oz)	25	
Dinner Roast	2 pound package	21.3	1.5 oz	4.7	
Dixie Dogs	10 oz carton	4	1 Dixie Dog	25	
Vegetarian Egg Rolls	15 oz carton	5	1 egg roll	20	
Fillets, Vegetarian	9 oz carton	6	1 fillet (about 1.5 oz)	16.7	
Fripats	9 oz carton	8	1/2 patty (about 1 oz)	12.5	
Golden Croquettes	15 oz carton	12	12 1/3 croquette (about 1.25 oz)	8.3	
Harvest Bake Lentil Rice Loaf	16 oz carton	6	1/6 loaf (about 2.5 oz)	16.7	
Leanies	12 3/4 oz carton	9	1 link (about 1.3 oz)	11.1	
Leanies, bulk pack	14 pound carton	150	1 link (about 1.3 oz)	.7	
Natural Touch Dinner Entree	9 oz carton	6	1/2 patty (about 1.5 oz)	16.7	
Prosage	1 pound roll	13	1 slice (about 3/8 inch)	7.7	
Prosage Link	8 oz carton	6.7	1.5 link (about 1.2 oz)	15	
Prosage Link, bulk pack	19.5 pound carton	260	1.5 link (about 1.2 oz)	.4	
Okara Patties	9 oz carton	8	1/2 patty (about 1 oz)	12.5	
Prosage Patties	8 oz carton	6	1 patty (about 1.2 oz)	16.7	
Prosage Patties	12.5 pound carton	150	1 patty (about 1.2 oz)	.7	

1. Food as Purchased	2. Purchase Unit	3. Servings per purchase unit	4. Serving or portion and contribution to the meal requirement	5. Purchase units for 100 servings	6. Additional Information
Salami, meatless	4.5 pound roll	72	1 oz	1.4	
Stakelets	10 oz carton	8	1/2 piece (about 1.2 oz)	12.5	
Stakelets	17.25 pound carton	216	1/2 piece (about 1.2 oz)	.5	
Tofu Garden Patties	10 oz carton	8	1/2 patty (about 1.2 oz)	12.5	
Tuno	12 oz roll	6	2 oz	16.7	
Meatless Smoked Turkey Slices	8 oz carton	6	2 slices (about 1.3 oz)	16.7	
Veelets	10 oz carton	8	1/2 patty (about 1.25 oz)	12.5	
Wham, slices	8 oz carton	6.7	1/5 slices	15	
Wham, slices	16 oz carton	12	1.5 slices	8.3	
MORNINGSTAR FARMS					
FROZEN ITEMS					
Homestyle Country Crisps	12 oz carton	6	2 oz	16.7	
Breakfast Links	8 oz carton	6.7	1.5 links (about 1.2 oz)	15	
Breakfast Patties	8 oz carton	6	1 patty (about 1.35 oz)	16.7	
Country Crisp Patties	10 oz carton	4	1 patty (about 2.5 oz)	25	
Grillers	9 oz carton	8	1/2 patty (about 1.1 oz)	12.5	
Scramblers	12 oz carton	6	1/4 cup	16.7	
MILNOT CORPORATION					
Chiliman Vegetarian Chili with Beans	15 oz can	4	3 3/4 oz	25	
LA LOMA FOODS					
Big Franks	19 oz can	16	1/2 frank (about .9 oz)	6.3	Drained weight = 14.9 oz
Dinner Cuts	36 oz can	24	1/2 patty (about 1.3 oz)	4.2	Drained weight = 29.2 oz
Griddle Steaks, frozen	16 oz package	16	1/2 patty (about 1 oz)	6.3	

1. Food as Purchased	2. Purchase Unit	3. Servings per purchase unit	4. Serving or portion and contribution to the meal requirement	5. Purchase units for 100 servings	6. Additional Information
Linketts	64 oz can	40	1 link (about 1.3 oz)	2.5	Drained weight = 52.3 oz
Little Links	14 oz can	7	2 links (about 1.6 oz)	14.3	Drained weight = 10.8 oz
Meatless Fried Chicken	35 oz can	14	1 piece (about 1.5 oz)	7.1	Drained weight = 18.7 oz
Meatless Roast Beef, frozen	4 pound roll	64	1 oz	1.6	
Nuteena	28 oz can	18.7	1.5 oz	5.4	
Ocean Fillets, frozen	16 oz package	16	1/2 fillet (about 1 oz)	6.3	
Proteena	20 oz can	20	1 oz	5.0	
Rediburger	19 oz can	19	1 oz	5.3	
Sizzle-burger, frozen	30 oz package	24	1/2 burger (about 1.25 oz)	4.2	
Stew-pac	37 oz can	24	1 oz	4.2	Drained weight = 23.9 oz
Swiss Steak	28 oz can	16	1/2 steak (about 1.25 oz)	6.3	Drained weight = 19.4 oz
Tender Rounds	19 oz can	12	1 meatball (about 1.25 oz)	8.3	Drained weight = 11.6 oz
Vegeburger	37 oz can	37	1 oz	2.7	
Vegelona	19 oz can	19	1 oz	5.3	
Vita Burger, dehydrated	16 oz package	40	.4 oz	2.5	
Vita Burger Chunks, dehydrated	16 oz package	40	.4 oz	2.5	
MGM BRANDS					
Meatless Franks	2 pound package	26	1 link (about 1.2 oz)	3.9	
Meatless Franks	12 oz package	10	1 link (about 1.2 oz)	10	
Meatless Franks	14 pound bulk	187	1 link (about 1.2 oz)	.5	
Meatless Sausage	2 pound package	40	1 link (about .8 oz)	2.5	
Meatless Sausage	8 oz package	10	1 link (about .8 oz)	10	
Meatless Sausage	20 pound bulk	400	1 link (about .8 oz)	.3	

1. Food as Purchased	2. Purchase Unit	3. Servings per purchase unit	4. Serving or portion and contribution to the meal requirement	5. Purchase units for 100 servings	6. Additional Information
Meatless Sausage Roll	1 pound roll	20	1/20 roll (about .8 oz)	5	
Spamburger	9 oz package	8	1/2 patty (about 1.1 oz)	12.5	
Spamburger	15 pound bulk	214	1/2 patty (about 1.1 oz)	.5	
Chik'n Burger	9 oz package	8	1/2 patty (about 1.1 oz)	12.5	
Chik'n Burger	15 pound bulk	214	1/2 patty (about 1.1 oz)	.5	
Meatless Corned Beef	4 pound roll	64	1 oz	1.6	
Meetless Corned Beef, slices	8 oz package	10	1 slice (about .8 oz)	10	
Meatless Salami Roll	4 pound roll	64	1 oz	1.6	
Meatless Salami Slices	8 oz package	10	1 slice (about .8 oz)	10	
Meatless Boloni Roll	4 pound roll	51	1.25 oz	2	
Meatless Boloni Slices	8 oz package	6.7	1.5 slices (about 1.2 oz)	15	
Quick Chik	1 pound roll	16	1 oz	6.3	
Quick Chik	4 pound roll	64	1 oz	1.6	
Sandwich Chik'n Roll	4 pound roll	64	1 oz	1.6	
Sandwich Chik'n Slices	8 oz package	10	1 slice (about .8 oz)	10	
MGM Burger	4 pound roll	64	1 oz	1.6	
MGM Burger	20 oz roll	20	1 oz	5	
Vegetarian Scallops	25 pound bulk	400	1 oz	.3	
Vegetarian Scallops	20 oz package	20	1 oz	5	
Crispy Nuggets	12 oz	240	1 oz	.4	
Crispy Nuggest	15 pound bulk	240	1 oz	.4	

Provided by: Andrews University, Berrien Springs Michigan, under the direction of the General Conference of Seventh-Day Adventists

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302

FNS INSTRUCTION 783-2
REV. 2

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Rehabilitation Act of 1973, Section 504; 7 CFR Part 15b; 7 CFR Sections 210.10(i)(1), 210.23(b), 215.14, 220.8(f), 225.16(g)(4), and 226.20(h)

Meal Substitutions for Medical or Other Special Dietary Reasons

Child Nutrition Program regulations require participating school food authorities, institutions and sponsors to offer to all participants breakfasts, lunches, suppers, supplements and milk which meet the meal patterns identified in the Program regulations. Departmental regulations further **require** substitutions to the standard meal patterns for participants who are considered handicapped under 7 CFR Part 15b and whose handicap restricts their diet; and **permit** substitutions for other participants who are not handicapped but are unable to consume regular Program meals because of medical or other special dietary needs. The provisions requiring substitutions for handicapped participants respond to the requirements of Section 504 of the Rehabilitation Act of 1973 and to the U.S. Department of Agriculture's implementing regulations, 7 CFR Part 15b, which provide that no otherwise qualified handicapped individuals shall, solely on the basis of handicap, be excluded from participation in, be denied benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance.

This Instruction outlines the policy for food substitutions and other modifications in the meal patterns necessary to meet the dietary requirements of Program participants with handicaps and with other special dietary needs. School food authorities, institutions and sponsors are required to offer Program meals to participants with handicaps whenever Program meals are offered to the general population served by the Programs. School food authorities, institutions and sponsors should be aware that the Individuals with Disabilities Education Act (IDEA) imposes requirements on States which may affect them, including the service of meals even when such service is not required by the Child Nutrition Programs.

For example, the individualized education program developed for a child under the IDEA may require a meal to be served outside of the regular meal schedule for Program meals or may require a breakfast to be served in a school food authority which does not participate in the School Breakfast Program. While the school food authority, institution or sponsor may not claim these meals as Program meals, it may use the same food service facilities or food service management company to provide these meals as it uses to provide Program meals, and Program funds may be used to pay for the costs associated with the IDEA-required meals. Inquiries regarding the IDEA's requirements should be directed to the U.S. Department of Education, the Agency responsible for the IDEA's administration and enforcement.

School food authorities, institutions and sponsors may also have responsibilities under the Americans with Disabilities Act (ADA). Inquiries regarding a school food authority's, institution's or sponsor's responsibilities under the ADA should be directed to the U.S. Department of Education, the agency responsible for the enforcement of the ADA's requirements in elementary and secondary education systems.

I Handicapped Participants

"Handicapped person" is defined in 7 CFR 15b.3(i) as any person who has "a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment." (See Exhibit A, 7 CFR 15b.3.) "Major life activities" are defined in 7 CFR 15b.3(k) as "functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working." School food authorities, institutions and sponsors participating in the Child Nutrition Programs are required to make substitutions or modifications to the meal patterns for those participants with handicaps who are unable to consume the meals offered to nonhandicapped participants.

Determinations of whether or not a participant has a handicap which restricts his or her diet are to be made on an individual basis by a licensed physician. (Licensed physicians include Doctors of Osteopathy in many states.) The physician's medical statement of the participant's handicap must be based on the regulatory criteria for "handicapped person" defined in 7 CFR Part 15b.3(i) and contain a finding that the handicap restricts the participant's diet. In those cases in which the school food authority, institution or sponsor has consulted with the physician issuing the statement and is still unclear whether the medical statement meets the regulatory criteria, the school food authority, institution or sponsor may consult the State agency.

A participant whose handicap restricts his or her diet shall be provided substitutions in foods only when supported by a statement signed by a licensed physician. The medical statement shall identify:

A. The participant's handicap and an explanation of why the handicap restricts the participant's diet;

B. The major life activity affected by the handicap; and

C. The food or foods to be omitted from the participant's diet, and the food or choice of foods that **must** be substituted. If the handicap would require caloric modifications or the substitution of a liquid nutritive formula, for example, this information must be included in the statement. If the handicapped participant requires only textural modification(s) to the regular Program meal, as opposed to a meal pattern modification, the medical statement is recommended, but not required. In such cases, the purpose of the statement is to assist the school food authority, institution or sponsor in providing the appropriate textural modification(s). Unless otherwise specified by the physician, the meals modified for texture will consist only of food items and quantities specified in the regular menus.

The State agency should make 7 CFR 15b.3 (Exhibit A) available to school food authorities, institutions and sponsors. The school food authority, institution or sponsor should also provide parents or guardians with 7 CFR Part 15b.3, so that their physicians may correctly assess whether an individual's handicap meets the regulatory criteria. School food authorities, institutions and sponsors should use the services of a Registered Dietitian to assist in implementing the medical statement, as appropriate.

Generally, participants with food allergies or intolerances, or obese participants are not "handicapped persons," as defined in 7 CFR 15b.3(i), and school food authorities, institutions and sponsors are not required to make substitutions for them. However, when in the physician's assessment food allergies may result in severe, life-threatening reactions (anaphylactic reactions) or the obesity is severe enough to substantially limit a major life activity, the participant then meets the definition of "handicapped person," and the food service personnel must make the substitutions prescribed by the physician.

II. Participants with Other Special Dietary Needs

School food authorities, institutions or sponsors may, at their discretion, make substitutions for individual participants who are not "handicapped persons," as defined in 7 CFR 15b.3(i), but who are unable to consume a food item because of medical or other special dietary needs. Such substitutions may only be made on a case-by-case basis when supported by a statement signed by a recognized medical authority. In these cases, recognized medical authorities may include physicians, physician assistants, nurse practitioners or other professionals specified by the State agency.

For these nonhandicapped participants, the supporting statement shall include:

A. An identification of the medical or other special dietary need which restricts the participant's diet; and
B. The food or foods to be omitted from the participant's diet, and the food or choice of foods that may be substituted.

School food authorities, institutions and sponsors are not required to make substitutions for participants whose conditions do not meet the definition of "handicapped person" set forth in 7 CFR 15b.3(i). For example, individuals who are overweight or have elevated blood cholesterol generally do not meet the definition of handicapped person, and thus school food authorities, institutions, and sponsors are not **required** to make meal substitutions for them. In fact, in most cases, the special dietary needs of nonhandicapped participants may be managed within the normal Program meal service when a well-planned variety of nutritious foods is available to children, and/or "offer versus serve" is available and implemented.

III. Reimbursement and Availability of Substitutions

Reimbursement for meals served with an authorized substitute food to handicapped participants or to participants with other special dietary needs shall be claimed at the same reimbursement rate as meals which meet the meal pattern. Furthermore, there shall not be a supplementary charge for the substituted food item(s) to either a handicapped participant or to a participant with other special dietary needs. 7 CFR 15b.26(d)(1) specifies that, in providing food services, recipients of Federal financial assistance "may not discriminate on the basis of handicap" and "shall serve special meals, at no extra charge, to students whose handicap restricts their diet." While any additional costs for substituted foods are considered allowable Program costs, no additional Child Nutrition Program reimbursement is available. Sources of supplemental funding may include special education funds (if the substituted food is specified in the child's individualized education program); the general account of the school food authority, institution or sponsor; or, for school food authorities, the nonprofit school food service account.

IV. Accessibility

7 CFR 15b.26(d)(2) provides: "Where existing food service facilities are not completely accessible and usable, recipients may provide aides or use other equally effective methods to serve food to handicapped persons." The school food authority, institution or sponsor is responsible for the accessibility of food service sites and for ensuring the provision of aides, where needed. As with additional costs for substituted foods, any additional costs for adaptive feeding equipment or for aides are considered allowable costs. However, no additional Child Nutrition Program reimbursement is available. Sources of supplemental funding may include special education funds (if specified in the child's individualized education program); the general account of the school food authority, institution or sponsor; or, for school food authorities, the nonprofit school food service account.

7 CFR 15b.26(d)(2) further provides that recipients provide all food services in the most integrated setting appropriate to the needs of the handicapped persons as required by 7 CFR 15b.23(b).

That section requires Program recipients to ensure that handicapped persons participate with nonhandicapped persons to the maximum extent appropriate to the needs of the handicapped person in question.

V. Cooperation

When implementing the guidelines of the Instruction, food service personnel should work closely with the parent(s) or responsible family member(s) and with all other school, child care, medical and community personnel who are responsible for the health, well-being and education of participants with handicaps or with other special dietary needs to ensure that reasonable accommodations are made to allow such individuals' participation in the meal service. This cooperation is particularly important when accommodating children or elderly adults whose handicapping conditions require significant modifications or personal assistance.

ALBERTA C. FROST
Director
Child Nutrition Division

Attachment

Meal Substitutions
Limited Number of Components

Federal regulations establish parameters for making substitutions in foods served under the National School Lunch and Breakfast Programs to students with medical or dietary needs. The regulation states:

> "Schools shall make substitutions in foods listed in this section for students who are considered handicapped under 7 CFR Part 15b and whose handicap restricts their diet. Schools may also make substitutions for nonhandicapped students who are unable to consume the regular lunch (breakfast) because of medical or other special dietary needs. Substitutions shall be made on a case by case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by FNS. Such statement shall, in the case of a handicapped student, be signed by a physician or, in the case of a nonhandicapped student, by a recognized medical authority."

Students with multiple medical or dietary needs may be extremely limited in foods they are able to consume. For example, a student with phenylketonuria (PKU) may be restricted from protein in meats and breads. The same individual may also rarely have a medical condition called galactosemia which prohibits milk in the diet.

In such extreme cases where possibly only 2 of 5 components are served, the meal may be claimed for reimbursement as long as a medical statement is on file which specifies appropriate substitutions. Such substitutions are made on a case by case basis and must have a statement signed by a physician for handicapped students or by a recognized medical authority for nonhandicapped students.

FNS Instruction 783-2 Revision 1 and Section 504 of the Rehabilitation Act of 1973 add further clarification.

May 1991, Policy Clarification
Bureau for Food and Nutrition Services

Meal Substitutions
Medical Statement

FNS Instruction 783-2, Revision 1, does not require that the physician's or medical authority's statement be updated. The Instruction is silent on this issue.

However, medical conditions do change over time and provision of a wide variety of foods normally contributes to a nutritious diet. Therefore, it seems to be in the child's best interest to have a physician for a handicapped child or medical authority for a nonhandicapped child evaluate the dietary restrictions on a periodic basis.

December 1991, Policy Clarification
Bureau for Food and Nutrition Services

Medical Statement Prototype
for
Children With Disabilities Requiring
Special Foods in Child Nutrition Programs

Part I (to be filled out by School District or Parent/Guardian)

Name of Student

Name of Parent/Guardian
Telephone Number

School District
School Attended by Student

Part II (to be filled out by a Physician)

Patient's Name
Age

Diagnosis (Include description of the patient's disability and the major life activity affected by the disability):

List food(s) to be omitted from diet:

List food(s) that may be substituted (Diet Plan) and any modifications of texture or consistency that are necessary:

Special Equipment:

_____ _____
Date Signature of Physician

Telephone Number _____

Definition of Handicapped Person

7 CFR Subtitle A, Section 15b.3 Definitions

"Handicapped person" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

"Physical or mental impairment" means (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; mental retardation; emotional illness; and drug addiction and alcoholism.

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

"Has a record of such impairment" means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

"Is regarded as having an impairment" means (1) has a physical or mental impairment that does not substantially limit major life activities but that is treated by a recipient as constituting such a limitation: (2) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others towards such impairments, or (3) has none of the impairments defined above but is treated by a recipient as having such impairment.

Office of the Secretary, USDA

Medical Statement Prototype
for
Children Without Disabilities Requesting
Special Foods in Child Nutrition Programs

Part I (to be filled out by School District or Parent/Guardian)

Name of Student

Name of Parent/Guardian
Telephone Number

School District
School Attended by Student

Part II (to be filled out by a Medical Authority)

Patient's Name
Age

Diagnosis (Include description of the patient's medical or other special dietary needs that restrict the child's diet):

List food(s) to be omitted from diet:

List food(s) that may be substituted (Diet Plan) and any modifications of texture or consistency that are necessary:

Special Equipment:

_____ _____
Date Signature of Medical Authority

Telephone Number _____

Special Dietary Needs
Questions and Answers

Section 504 of the Rehabilitation Act of 1973
Guidelines for School Food Service Programs

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in programs receiving federal financial assistance.

USDA Regulation, 7 CFR, Part 15, Section 15b.3(i) states that "a person with a handicap" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment." In providing food services to any of its students, school food authorities must not discriminate on the basis of handicap. They must serve special meals, at no extra charge, for students whose handicap restricts their diet.

1. Q. Does Section 15b.26(d) require schools and institutions to serve special meals to handicapped children with special dietary needs?

   A. Yes. Section 15b.26(d) requires schools and institutions to serve meals to children with handicaps whose handicap restricts their diet in such a way that they cannot fully participate in the food service program without some modification to foods or menus. Schools and institutions shall require the child's parent or guardian to request special meals and to provide a medical prescription from a physician that (1) verifies special meals are needed because of their handicap and (2) prescribes the alternate foods and forms of foods needed to meet the child's special dietary needs. The physician, speech pathologist, dietitian, or nutritionist should be consulted to determine the best way to meet the child's dietary needs.

2. Q. Do all children with handicaps have special dietary needs?

   A. No. Many disabled children who have been "mainstreamed" in schools and institutions have no special dietary needs. They can eat the same meals as other children participating in the child nutrition programs. Children with chewing and swallowing difficulties may need the physical characteristics of their foods changed: (1) menus may need modification to include softer foods, e.g., cooked carrots rather than raw carrots, and some food may need to be chopped, ground or blenderized; (2) some children with disabilities may need low-calorie meals; and (3) others, high-calorie meals. These modifications can usually be made within the meal pattern requirements and should be documented by the physician so that the food service personnel can prepare the food to **exactly** meet the child's needs. Few mainstreamed children will need special dietary foods or a therapeutic diet. Since the feeding of a child with a disability is a part of the child's total care plan, the food service manager should work with the child's teacher or therapist and provider of medical care to determine the best way to meet the child's needs.

3. Q. If a child with a handicap requires special meal preparation, equipment or feeding utensils, who is responsible for the purchase of such equipment?

   A. Section 15b.26(d) specifies that the agency must serve special meals **at no extra charge** to students whose handicaps restrict their diet. Furthermore, there is no provision for additional federal reimbursement for the added expense. However, these costs are legitimate program costs that can be paid for out of the general food service funds which include regular federal reimbursement. If the administering agency is unable to absorb the costs, the agency should investigate alternative funding sources at the state and local agency level, such as, state vocational rehabilitation agencies.

4. Q. After the special meal has been provided, who is responsible for assisting with feeding if the child cannot feed him/herself?

   A. Assistance with feeding is the responsibility of the agency or school. It is not the responsibility of the food service manager. Many schools and institutions will already have designated staff members who have been trained to provide this service as part of the child's total care plan.

5. Q. Does the definition of disabled person include children with allergies, food intolerances and obese children?

   A. We interpret the definition of a person with a disability to mean that children with the above conditions are generally not considered disabled or handicapped unless the child's condition substantially limits one or more major life activities. It is up to the child and his/her parent or guardian to request the special meal and to provide a medical prescription. If the child is determined to be "nonhandicapped" as may be the case in the above mentioned situations, and requests food substitutions or special meals, the medical statement can be signed by a recognized medical authority. It is the decision of the school whether or not to provide special meals for "nonhandicapped" children.

6. Q. What is the potential liability in serving children with disabilities?

   A. It is expected that the same liability coverage of the meal programs would apply regardless of a student's disability. Often training in how to serve children with special needs helps alleviate these concerns and builds an understanding of the problems and parameters. It is also very important to document everything and make sure medical authorization as to how to meet the child's needs is on file. Again, when a child needs special assistance with feeding, it is the school's, not necessarily the food service manager's, responsibility.

7. Q. How do you accommodate students with special needs while still ensuring that they are accepted and integrated into the larger group?

   A. Food service personnel must consider the possibilities for accommodating these students without making them feel different. This concern may be best addressed through a coordination of efforts between the nutrition program and special education personnel. In addition, consider consulting the child's parents to determine the best alternative.

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302

FNS INSTRUCTION 765-7
REV. 2

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Section 245.8

Handling Lost, Stolen and Misused Meal Tickets

This instruction sets forth policy with respect to needy students who report lost or stolen meal tickets in schools and institutions that participate in the National School Lunch, School Breakfast, Commodity School or Special Milk Programs. In this Instruction the term "ticket" refers to any and all forms of exchange used in the schools' or institutions' food service collection systems, including daily, weekly or monthly paper tickets, cards, coins or tokens. It should be noted that, when handling instances of missing tickets, schools need not actually issue a replacement ticket if appropriate meal arrangements, such as accompanying the student through the cafeteria line, are made.

The State agency may establish a Statewide system for ticket replacements for needy students or may allow school food authorities to establish their own procedures; **except** that any system which **limits** the number of tickets reissued must conform to the following standards:

1. Parents and students must be advised in writing of the school's policy regarding missing meal tickets and of the students' corresponding responsibility for their tickets. Such notice shall be provided at the time applications are distributed to households or upon approval for free or reduced price benefits.

2. A minimum of **three** ticket replacements, or special meal arrangements resulting from three lost or stolen tickets, must be allowed each student within each school year.

3. The school must maintain a list of students who have reported missing original ticket(s) in the current school year and the number of occurrences for each student. Prior to denying a meal to any student without a ticket, the list should always be reviewed to determine if the student has already had at least three ticket replacements or special meal arrangements for lost or stolen tickets within that school year.

4. At least one advance **written** warning must be given to the student and the parent(s) prior to refusal to allow additional meals or ticket replacements. The written warning must include an explanation that the student has repeatedly requested replacement tickets and that each subsequent time the student fails to have a ticket, he/she will be expected to either bring lunch or pay full price for lunch.

5. Meals must always be provided to preprimary and young primary students or for any handicapped students who may be unable to take full responsibility for a meal ticket.

Using the above criteria, State agencies or school food authorities may develop the most administratively feasible system to handle missing tickets as determined by individual school circumstances and frequency of ticket issuance. In cases of repeated ticket loss or misuse, school administrators may wish to contact an adult household member to arrange a meeting to discuss the problem.

It is recommended that the meal or ticket replacement policy for missing free and reduced price tickets be extended to the loss of full price tickets. If such a uniform policy covering both needy and non-needy students is not implemented, schools must exercise care to preclude the overt identification of needy students when reissuing free or reduced price meal tickets or making arrangements to provide meals to students whose tickets are missing.

SAMUEL P. BAUER
Director
Child Nutrition Division

Students Selling Lunch Tickets

USDA's Instruction 765-7, Revision 2, sets policy for handling lost, stolen and misused meal tickets. Although the Instruction appears to emphasize lost or stolen meal tickets, the terminology throughout the Instruction of misuse and missing tickets is intended to include situations where students sell their tickets.

The Instruction establishes standards regarding ticket replacement. Recognizing that there is no general solution to the problem of free or reduced-price meal recipients selling their tickets, USDA has traditionally recommended dealing with unique situations on an individual basis. In schools where the cashier knows the students, the problem has been solved by having students sign their tickets in ink when picked up at the office. Perhaps the student could be issued a ticket just before lunch or maybe just checking off the student's name in the lunch line versus issuing a ticket. Combining such special arrangements with the standards in the Instruction may help to reduce the problem.

An important point is that continued ticket abuse by the student may not result in denial of benefits or suspension from the National School Lunch Program. Point number 4 of the Instruction states that after written warning and the student has had a minimum of three ticket replacements, **each subsequent time** the student fails to have a ticket, he/she will be expected to either bring lunch or pay full price for lunch. Each subsequent time means that a student issued but without a ticket on Monday would have to bring or purchase a meal for that day, but on Tuesday the student has a right to a free or reduced price ticket (or special arrangement) to access the benefits of the National School Lunch Program. This meal by meal philosophy is administratively burdensome, however, USDA interprets the practice of suspension of meal benefits as disciplinary. Such disciplinary action is prohibited by law.

In summary, after a minimum of three ticket replacements per student within each school year, ticket replacement for a specific day may be denied. However, suspension from the National School Lunch Program is prohibited.

April 1991, Policy Clarification
Bureau for Food and Nutrition Services

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302

FNS INSTRUCTION 782-6

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: National School Lunch Act

Fees For Lunchroom Services

This Instruction sets forth the policy regarding fees, other than the basic meal charge, assessed against children participating in the National School Lunch, School Breakfast, Special Milk and Commodity School Programs to support the meal or milk service.

Children participating in School Nutrition Programs shall not be charged any additional fees for supervisory or other services provided in conjunction with the delivery of benefits under these programs. This policy is based on authorizing program legislation which clearly intends that these programs be made available to all children in participating schools. By charging fees in addition to the regular reduced price or paid meal charge, a school is limiting access to the program and imposing an additional criterion for participation.

In this regard, it has been a long-standing policy that documented costs such as lunchroom supervision can be considered allowable costs of operating a food service program. Therefore, schools are entitled to pay for this administrative expense out of the nonprofit food service account. Other options, such as seeking additional revenues from other sources, are also viable options if current funding is inadequate.

Samuel P. Bauer
Director
Child Nutrition Division

Fees for Lunchroom Services

USDA's Instruction 782-6 prohibits a school from charging children any administrative or lunchroom fees in addition to the basic meal charge. Charging additional fees limits access to the program and imposes additional criterion for participation.

This policy is interpreted to prohibit charging administrative fees for lost meal tickets or computerized student identification cards. Overhead expenditures incurred for ticket (card) replacements are allowable costs for the food service program Fund 50 account. Therefore, such expenditures may be considered when establishing the meal charge to all students.

May 1991, Policy Clarification
Bureau for Food and Nutrition Services

Charging Replacement Fees
Clarification

As prescribed in FNS Instruction 765-7, Revision 2, *Handling Lost, Stolen, and Misused Meal Tickets*, schools may elect to charge students replacement fees for lost tickets if certain conditions are met. If the decision is made to charge for replacement tickets, computerized student identification cards, or tickets or other mediums of exchange, the following applies:

1. Replacement fees may only be charged after the third replacement ticket has been issued.

2. Ticket replacement costs may not exceed the cost of one paid meal. The cost of one paid meal is interpreted to mean the charge for a full-price student meal.

Note that replacing a ticket means a weekly ticket if the normal system is based on weekly tickets.

This policy does not conflict with FNS Instruction 782-6, *Fees for Lunchroom Services*, which prohibits a school from charging additional fees for supervisory or other services provided in conjunction with meal programs.

December 1992, Policy Clarification
Bureau for Food and Nutrition Services

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302

FNS INSTRUCTION 791-1
REV. 1

ACTION BY: Regional Offices
State Educational Agencies

Prohibition Against Denying Meals and Milk to Children as a Disciplinary Action

I. Purpose

This Instruction prohibits the denial of meals and milk as a disciplinary action against any child who is enrolled in a school participating in the Child Nutrition Programs. Such denial of meals or milk is inconsistent with Sections 2 and 9 of the National School Lunch Act and Sections 2, 3, and 4 of the Child Nutrition Act of 1966.

II. Policy

Disciplinary action which **indirectly** results in the loss of meals or milk is allowable (e.g., a student is suspended from school). However, when the withholding of meals or milk **is** the disciplinary action or if the disciplinary action **directly** results in the loss of meals or milk, it is inconsistent with the law and is not allowable (e.g., a student is suspended from school during the meal or milk period only).

III. Responsibilities

A. **State Agencies or Regional Offices**, where applicable, shall:

1. Notify all school food authorities that denying a meal or milk to any eligible child as a disciplinary measure is contrary to the National School Lunch Act and the Child Nutrition Act of 1966.

2. Follow through as necessary with the appropriate school food authority to correct and prevent recurrence of any reported instances of disciplinary action which directly results in denial of a paid, free or reduced price meal, or free or paid milk.

B. **School Food Authorities** shall:

1. When considering a disciplinary action against any child, ensure that such action is consistent with the policy contained herein.

2. Make a reimbursable meal or milk available to any child attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria.

GEORGE A. BRALEY
Deputy Administrator
for Special Nutrition Programs

DISTRIBUTION: SNP,F1,E	MANUAL MAINTENANCE INSTRUCTIONS: Remove FNS Instruction 791-1 from Manual. Insert this Instruction.	RESPONSIBLE FOR PREPARATION AND MAINTENANCE: CND-100	7-12-88

Meal Ticket Retention For Audit Purposes

School food authorities are not required to retain meal tickets for the normal three years plus the current school year period. The tickets, if retained, serve as adequate support for meal claims. However, daily summary sheets showing total meals served, by category, are sufficient for audit purposes.

This USDA policy is based upon the assumption that the school food authority has a system of meal accountability that includes:

(1) a means of distributing tickets to approved, eligible students by the category for which they were approved, in a manner to avoid overt identification, and

(2) a requirement that meals be claimed based upon counts of tickets received from approved children that were served meals, in the proper category as indicated on the redeemed ticket.

FY 93 School Programs Policy Memorandum, September

United States Department of Agriculture | Food and Nutrition Service | Midwest Region | 77 W. Jackson Blvd.--20th Floor Chicago, IL 60604-3507

November 7, 1991

Reply to
Attn of: MWCN-102: NT 2-1

Subject: FY 92 School Programs Policy Memorandum #3
Accepting Meal Applications From Other School Food Authorities

To: State Directors
Child Nutrition Programs

This is to clarify information provided on page 15 of the Eligibility Guidance for School Meals Manual regarding the use of meal applications for students transferring between different School Food Authorities (SFAs). Listed below are examples of when SFAs would be allowed to use an approved meal application from a different SFA:

1) A child eligible for free or reduced price meals based on household size and income information transfers from one SFA to another at the beginning of the school year. In this instance, the SFA into which the child transfers would be allowed to use last year's application from the originating SFA for the first 30 operating days of the school year.

2) A child eligible for free or reduced price meals based on household size and income information transfers from one SFA to another at any other time during the current school year. In this instance, the SFA into which the child transfers would be allowed to use the current school year's meal application from the originating SFA.

3) A child who is categorically eligible for free meal benefits based on their receipt of food stamp/AFDC benefits transfers to an SFA in another state. The new SFA can use the child's application only for a maximum of 45 calendar days. This temporary period is designed to give the household a chance to apply for food stamp/AFDC benefits in their new state of residence.

Please note, the decision to allow an SFA to accept an application from a different SFA is left up to the state agency and the new SFA in which the child in enrolling. The state agency may wish to apply additional restrictions. If an SFA agrees to accept applications from a different SFA, they also agree to accept responsibility for ensuring that the eligibility determination is correct.

If you have any questions concerning the above policy, please do not hesitate to call me.

THERESA E. BOWMAN
Regional Director
Child Nutrition Programs

Accepting Meal Applications From Other School Food Authorities

It is the policy of the Wisconsin Department of Public Instruction to allow SFAs to accept an application from a different SFA at their own discretion with no additional restrictions. If the SFA agrees to accept applications from a different SFA, they also agree to accept responsibility for ensuring that the eligibility determination is correct. The originating SFA must also retain a copy of the application for the required three years plus the current year.

Policy Clarification
FY 92 School Programs Policy Memorandum #3

ELIGIBILITY VERIFICATION REPORT

Instructions: Complete by December 15 based on approved applications as of October 31. Maintain in rules for three years plus the current year. Do not submit to the Department of Public Instruction. Refer to USDA publication *Eligibility Guidance for School Meals Manual* (FNS-274).

GENERAL INFORMATION

School Food Authority

Name of Verification Official	Total number of approved free and reduce price meal applications (on file as of October 31)

Check the verification method used and indicate the number of applications verified:

❑ **Focused Sample**: Verified a minimum of (1) the lesser of 1 percent or 1,000 of the total number of approved applications from applications within $100 per month ($1200 yearly) of the income eligibility guidelines; PLUS (2) the lesser of .5 percent (.005) or 500 of the number of applications approved based on a food stamp or AFDC number.
Number of applications verified based on income information:
Number of applications verified based on food stamps or AFDC:
A minimum of one income application and one food stamp or AFDC application must be verified.

Note: Applications approved based on information the school received directly from AFDC or food stamp offices are not required to be verified.

❑ **Random Sample**: Verified the minimum of 3 percent or 3,000, whichever is less, of all approved applications on file on October 31. Number of applications verified:
At least one application must be verified.

❑ **Other**: A school food authority may choose to verify more than the required minimum sample (up to 100 percent of all approved applications) as long as the selection of applications does not involve discrimination against anyone on the basis of race, color, national origin, age, sex or handicap.
Number of applications verified:

DOCUMENTATION

Verified applications must be readily retrievable by school. For each application the SFA must keep records of the source of information used to verify the application such as the food stamp office, wage stubs, or collateral contacts. The following information **must** be documented:

- copies of all relevant correspondence between the households selected for verification and the SFA or school;
- if the application is verified by documents submitted by the household, the SFA must retain either: (1) all documents submitted by the household; (2) reproductions of those documents; or (3) in cases where the actual documents or photocopies cannot be kept, the verifying official must make a written record of the documents submitted by the household including the type of document, e.g., wage stubs or letter from an employer, income shown on the document, tune period of the income, and the date of the document; and
- any changes in eligibility as a result of verification procedures, the reasons for the changes, and the date the change was made.

This is to certify that income verification of free and reduced price school meal application has been completed as indicated above:

SIGNATURE

Signature ▸	Title ▸	Date ▸

Verification of Eligibility for Free and Reduced Price Meals

School Food Authoritities (SFAs) are required by USDA regulations to annually complete verification of eligibility for free and reduced price meals under the National School Lunch Program or School Breakfast Program. Verification must be completed by December 15 based on the number of approved applications on file as of October 31 of each school year.

The USDA publication entitled *Eligibility Guidance for School Meals Manual* (FNS-274) provides a detailed explanation of the verification process. Pages 56 and 59 of the publication describe the required documentation SFAs must maintain to demonstrate compliance with the verification requirements. Completion of the prototype form on the reverse side of this paper would satisfy the requirements. However, SFAs may document verification efforts in any manner most appropriate as long as the minimum requirements are met.

The publication explains the focused sample and random sample verification methods. Other methods may be used if the minimum number of approved applications selected for verification exceed the minimum which would have been selected under the focused or random sample and as long as the sample method does not discriminate on the basis of national origin, age, race, color, sex or handicap.

If the SFA believes that the December 15 deadline will not be met, a written request for an extension must be submitted to the Bureau for Food and Nutrition Services of the Department of Public Instruction prior to December 15. The request must then be submitted to USDA for approval. USDA usually only approves waiver requests if the circumstances were beyond the SFA's control.

Although the required sample size under both random and focused sampling is based on the number of approved applications on file on October 31, SFAs may begin verification before this date if it is anticipated that compliance with the December 15 deadline will be a problem. SFAs may get an early start by estimating the number of approved applications that will be on file on October 31. However, the SFA must compare this estimate with the actual number of applications on file on October 31 and increase the sample size if the total number of approved applications on file exceeds the estimate

The verification process and documentation will be reviewed during the on-site visits conducted by our department.

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302

FNS INSTRUCTION 765-2
REV. 1

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Section 245.6(c)

Households That Do Not Apply for Free and Reduced Price Meals

Local school food authority officials have the option of completing an application for free and reduced price benefits for a child known to be needy and for whom an application has not been submitted. This option may be exercised at any time during the school year.

When performing this service, the determining official must simply complete and file an application on behalf of the needy child based on the best household size and income information available. The source of the information must be noted. Names and social security numbers of all adult household members and signature of a household member need not be secured. The household must be notified of the eligibility determination. Applications that have been completed and filed by the determining official may be excluded from the universe of applications subject to verification.

This option is intended for use in pricing programs on an **individual** household basis and is not intended to replace the application process for large numbers of families or groups of children. Categorical certification is prohibited in any form. The application process for nonpricing programs is addressed under FNS Instruction 782-13.

Samuel P. Bauer
Director
Child Nutrition Division

DISTRIBUTION: 5,6,12	MANUAL MAINTENANCE INSTRUCTIONS: Remove FNS Instruction 765-2 from Manual. Insert this Instruction.	RESPONSIBLE FOR PREPARATION AND MAINTENANCE: CND-100	3-19-86

United States Department of Agriculture | Food and Nutrition Service | Midwest Region | 77 W. Jackson Blvd.--20th Floor Chicago, IL 60604-3507

August 13, 1993

Reply to
Attn of: MWCN-112: NT 2-1

Subject: **Food Service Management Company (FSMC) Authority in the Application Approval and Verification Process**

To: State Directors
Child Nutrition Programs

This memorandum is meant to clarify the authority FSMCs have in the approval of applications for meal benefits and in the approval, reduction or termination of meal benefits as a result of verification.

The question of whether the approval of applications can be delegated to a FSMC is dealt with in question #11 on page 25 of the *Eligibility Guidance for School Meals Manual* (FNS-274). The answer indicates that the approval of free and reduced price meal applications may not be delegated to a FSMC. This has been interpreted by our office to mean that although the actual processing of applications may be done by the FSMC as part of its management process, the school food authority (SFA) remains contractually liable for any applications that are found to be incorrectly approved or denied and for any fiscal action associated with such applications that may be identified, such as during program reviews or audits.

In regard to whether the verification process can be handled by a FSMC, it is acceptable for the FSMC to perform this process as part of its management agreement with the SFA. However, the SFA is ultimately held contractually liable for the correctness of those verification activities and for any fiscal actions associated with the verification process that may be identified, such as during program reviews or audits.

If you have any questions, please do not hesitate to contact this office.

THERESA E. BOWMAN
Regional Director
Child Nutrition Programs
FNS FORM-604 (1-92)

United States Department of Agriculture | Food and Nutrition Service | Midwest Region | 77 W. Jackson Blvd.--20th Floor Chicago, IL 60604-3507

October 1, 1993

Reply to
Attn of: MWCN-100: NT 6

Subject: FY 93 School Programs Policy Memorandum #4
Bid and Procurement Requirements Between School Food Authorities

To: State Directors
Child Nutrition Programs

This is to confirm the policy regarding the bidding and procurement responsibilities when one school food authority (SFA) plans to purchase meals from a separate SFA. The responsibilities will differ depending on whether the SFA providing the meals is under a food service management company (FSMC) contract.

The longstanding FNS policy has been that an SFA may contract with another SFA to provide meals in the Child Nutrition Programs without going out for bid. This is allowable even though total amounts may exceed $10,000. However, this is only the case when the provider SFA is not under an FSMC contract. The SFA providing the meals must be functioning under what is commonly called "self-operating."

SFAs must follow all applicable federal bidding and procurement requirements when meals will, potentially, be provided by an SFA that is already under a FSMC contract. As always, if the SFA which will be providing meals has not yet entered into a FSMC contract and another SFA will receive their meals from this SFA, the requirements for both SFAs should be written into the contract prior to being awarded.

If you have any questions regarding this policy, please contact our office.

THERESA E BOWMAN
Regional Director
Child Nutrition Programs
FNS FORM-604 (1-92)

United States Department of Agriculture | Food and Nutrition Service | Midwest Region | 50 East Washington Street Chicago, IL 60602

January 17, 1990

Reply to
Attn of: MWCN-102: NT 2

Subject: **Schools That Contract With School Districts That Have Food Service Management Companies**

To: State Directors
Child Nutrition Programs

Our national office has informed us of the following policy concerning food service management company contracts. If School District A contracts with School District B that has a food service management company, that contract to provide service to School District A must be in the original bid for the food service management company from School District B. School District B cannot contract with School District A to provide services after the contract with the food service management company has been accepted.

If additional information is needed concerning this matter, please contact our office.

RUSS CIRCO
Regional Director
Child Nutrition Programs

FNS FORM-604 (3-82)

UNITED STATES DEPARTMENT OF AGRICULTURE
Consumer and Marketing Service
CONSUMER FOOD PROGRAMS
Washington, D.C. 20250

CFP (SL) INSTRUCTION 792-1

Purchasing of Domestic Foods

I Purpose

This Instruction sets forth the Department's policy on the purchase of agricultural products and other food for use in the National School Lunch and School Breakfast Programs, and the Special Food Service Program for Children.

II General

One of the primary objectives of the National School Lunch and Child Nutrition Acts is "to encourage the domestic consumption of nutritious agricultural commodities and other food." Because of the nature of the National School Lunch and School Breakfast Programs, and the Special Food Service Program for Children and their impact on the domestic food market, the Department believes that program schools and institutions should be encouraged to purchase domestic items to the maximum extent practicable.

III Policy

A. All foods procured by the Department under the authority of Section 6 of the National School Lunch Act, as amended; Section 32 (surplus removal) of the Act of August 24, 1935, as amended; and Section 416 (price support) of the Agricultural Act of 1949, as amended; and which are distributed to eligible schools, are domestically produced.

B. All agencies and schools that are associated with child feeding programs authorized by the National School Lunch Act and the Child Nutrition Act are encouraged to cooperate fully in promoting the consumption of domestically produced agricultural commodities, fish, and other foods. The State Educational Agencies and all program schools and institutions are requested to abide by this policy to the maximum extent possible as a means of fulfilling the Congressional intent of the Acts in assisting the Nation's economy, and in promoting the marketing of American produced foods.

IV Application

A. The State Educational Agencies shall encourage program sponsors under their jurisdiction to buy domestically produced food and agricultural products rather than those of foreign origin.

B. All program sponsors should purchase domestic food items to the extent practicable, in order to promote the increased consumption of domestically produced agricultural products.

This supersedes SL Memorandum 1-1 dated July 21, 1964, Purchasing of Non-domestic Foods.

Howard P. Davis
Deputy Administrator
Consumer Food Programs, C&MS

DISTRIBUTION: F4, F5, F6, F7, CFP-E

7/14/69

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302

FNS INSTRUCTION 770-1
REV. 1

ACTION BY: Regional Directors
Special Nutrition Programs
Food Distribution Program

SOURCE CITATION: Sections 210.8(e)(11) and 250.1(b)(7)

Use and Sale of USDA Donated Foods in Schools and Residential Child Care Institutions

The department makes "entitlement" and "bonus" donated foods available to schools and residential child care centers participating in the National School Lunch Program. This instruction sets forth the policy regarding the use and sale of these donated foods.

Entitlement donated foods are those donated foods made available by the department to participating schools and institutions at the annually adjusted per lunch rate established under 7 CFR Part 250. Since these entitlement donated foods are made available on the basis of the number of reimbursable lunches served to children, the department expects participating schools and institutions to use these donated foods, so far as practicable, in the preparation of required food items or side dishes of the reimbursable lunch. In addition to using these foods in the reimbursable lunch, participating schools and institutions may also use these foods in the preparation of meals served under any other meal service activity which is operated in the school or institution under the nonprofit school food service account (e.g., School Breakfast Program, a la carte sales, suppers and snacks in residential child care institutions).

Bonus donated foods are those foods donated by the department to participating schools and institutions in excess of the annually adjusted entitlement rate established under 7 CFR Part 250. Participating schools and institutions may order bonus donated foods to the extent the foods can be used without waste, with no charge against their entitlement. Bonus foods may be fully utilized in any meal service activity operated in the school or institution under the nonprofit school food service.

While the department encourages the use of donated foods in the preparation of food items, donated foods may also be sold in donated form, or in processed or repackaged form. Participating schools and institutions are, however, urged to make every effort to use those donated foods that have a label saying "not to be sold" in the preparation of food items or side dishes.

With the exception authorized in FNS Instruction 712-1, Use of Donated Food for Training Students in Home Economics, entitlement and bonus donated foods are not to be used or sold in meal service activities which operate outside of the nonprofit school food service. Funds derived from the sale of donated foods or food items containing donated foods must be used for the benefit of the nonprofit school food service.

GEORGE A. BRALEY
Deputy Administrator
for Special Nutrition Programs

DISTRIBUTION: 5,6,8,10,12,13	MANUAL MAINTENANCE INSTRUCTIONS: Remove FNS Instruction 770-1 from Manual. Insert this Instruction.	RESPONSIBLE FOR PREPARATION AND MAINTENANCE: CND-100	5-16-86

FORM FNS-620 (10-81)

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
Washington, D.C. 20250

FNS INSTRUCTION 712-1

ACTION BY: Regional Offices
Distributing Agencies

Use of Donated Foods for Training Students in Home Economics

I Purpose

This instruction sets forth the policy on the use of donated foods for training students in home economics.

II Legislation

A. Public Law 86-756, as amended, provides that schools receiving donated foods are authorized to use such foods in training students in home economics, including college students if the same facilities and instructors are used for training both high school and college students in home economics courses.

B. Section 19 of the Child Nutrition Act of 1966, as amended, authorizes the Secretary to formulate and carry out the Nutrition Education and Training (NET) Program to provide for the:

1. Nutrition training of educational and food service personnel;

2. Food service management training of school food service personnel; and

3. Conduct of nutrition education activities in schools and child care institutions. To the maximum extent possible, the program shall fully utilize the child nutrition programs as a learning experience.

III Definition

Home economics, for the purpose of this Instruction, includes classes in general home economics, food purchases, nutrition, food preparation, cooking, child care, health and the like.

IV Policy

A. Schools may, for the purpose of training students in home economics, use foods that are received for their nonprofit food service programs. High schools may also permit the use of such foods for training college home economics students, provided that the same facilities and instructors are used in training both high school and college students in home economics.

B. For the purpose of training students in home economics, schools may use donated foods. These foods may also be used in teaching nutrition and health related activities. NET Program projects conducted for training students may also use donated foods.

C. Donated foods used for training students in home economics shall not be replaced by distributing agencies.

D. End products containing donated foods used for training students in home economics shall not be sold unless the proceeds inure only to the benefit of the school's nonprofit food service program.

V Records

The recordkeeping requirements of the Food Distribution Regulations do not extend to records of the use made by schools of donated foods. However, good management practices would dictate that school food service managers maintain records of the kinds and quantities of foods that are used for training students in home economics.

MARGARET O'K. GLAVIN
Deputy Administrator
for Special Nutrition Programs
Page 2
8-14-80

Competitive Food Sales

USDA regulations define "competitive foods" to mean any foods sold in competition with the Program (National School Lunch and Breakfast Programs) to children in food service areas during the breakfast and/or lunch periods.

The regulation requires that the state agency and School Food Authority (SFA) must prohibit the sale of foods of minimal nutritional value in food service areas during the designated breakfast or lunch periods. Foods of minimal nutritional value refer to, in the case of artificially sweetened foods, a food which provides less than five percent of the United States Recommended Dietary Allowances (USRDA) for each of the eight specified nutrients per serving and, in the case of all other foods, a food which provides less than five percent of the USRDA for each of the specified nutrients per 100 calories and per serving. The eight nutrients are protein, calcium, vitamin A, vitamin C, thiamine, riboflavin, niacin, and iron.

Categories of foods of minimal nutritional value include: **(1) Soda Water, (2) Water Ices, (3) Chewing Gum, and (4) Certain hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn.**

The sale of other competitive foods may, at the discretion of the state agency and SFA, be allowed in the food service area during the breakfast or lunch period **only** if all income from the sale of such foods accrues to the benefit of the nonprofit school food service or the school or student organizations approved by the school. The receipts from the sale of donated commodities or food item containing donated commodities shall also accrue to the nonprofit school food service account.

The purpose of the National School Lunch and Breakfast Programs are to provide for the nutritional well-being of students and to help them develop sound eating habits by being able to make informed food choices. In regards to this philosophy and thereby protect the nutritional integrity of these programs, SFAs are urged to adopt a local competitive food sale policy in relation to the kind of foods and the times in which these foods are sold in competition with the National School Lunch and School Breakfast Programs and to whom the sale income should accrue.

CFR Ch.II (1-1-93 Edition), 210.11

United States Department of Agriculture | Food and Nutrition Service | Midwest Region | 77 W. Jackson Blvd.--20th Floor Chicago, IL 60604-3507

October 1, 1993

Reply to
Attn of: MWCN-101: NT 1

Subject: FY 93 School Programs Memorandum #5
Unallowable Costs in School Food Service

To: State Directors
Child Nutrition Programs

This is to clarify whether costs involved in catering an adult school function can be charged to the school food service account. A common scenario is one where school administrators are served lunch and other refreshments and the food service staff are asked to charge the labor and food costs of the event of the school food service account.

Per 7 CFR 210.2, "Nonprofit school food service means all food service operations conducted by the school food authority principally for the benefit of school children, all of the revenue from which is used solely for the operation or improvement of such food services."

This definition would preclude the charging of a catering function to the school food service account since it does not serve to improve the operation of the child nutrition programs.

In addition, OMB Circular A-87, Cost Principles for State and Local Governments, states in Section E, Part 2:

"Typical direct costs chargeable to grant programs are:

a. Compensation of employees for the time and effort devoted specifically to the execution of grant programs.

b. Cost of materials acquired, consumed, or expended specifically for the purpose of the grant."

This citation provides background for the policy that catering and other services and expenditures that do not involve child nutrition programs may not be charged to the school food service account.

Please note that catering is an allowable revenue generating practice when other sources pay for the costs associated with it. However, food and services, including labor costs, provided to nonprogram adults can not be charged to the school food service account.

If you have any questions, please call our office.

THERESA E. BOWMAN
Regional Director
Child Nutrition Programs

Note added by DPI:

The intent of this memorandum is to ensure that children continue to receive the best possible meal service at the lowest possible price. Charging the cost of catering an adult school function to the nonprofit school food service account is inconsistent with this intent and therefore prohibited.

However, catering is allowed as long as revenue sources other than the nonprofit school food service account are used. Acceptable revenue sources are direct charges to the adults or entity receiving the service or the general fund. This implies that the cost of the catering event be accurately identified (i.e., food, labor, other) and that the price of the catering event fully recovers all costs incurred.

United States Department of Agriculture | Food and Nutrition Service | Midwest Region | 77 W. Jackson Blvd.--20th Floor Chicago, IL 60604-3507

August 13, 1993

Reply to
Attn of: MWCN-100-10: NT 2

Subject: **Use of Prepared Leftover Food**

To: State Directors
Child Nutrition Programs

Recently a question was raised in this region regarding the use of prepared leftover food by participating School Food Authorities (SFAs). In the event this issue should arise in your state, we have prepared this memorandum for your information, which will serve to summarize our policy concerning the subject issue.

As you know, Program regulations require that lunches be prepared in accordance with participation trends, the object being to provide one lunch per child per day. We recognize that fluctuations in participation will occur due to absenteeism and other factors which will cause schools to be left with excess food. In these cases, our policy has always been that schools may serve this food as second lunches or on an a la carte basis. Food that is not served in this way may be served another day if wholesomeness and acceptability can be maintained. Such practices are dependent upon local school management policy consistent with state and local public health regulations.

Another option open to SFAs is to donate the prepared leftover food to various public interest groups, such as charitable organizations, for the purpose of feeding needy persons. If SFAs can demonstrate that they are preparing an amount of food based on participation and use trends, the donation of prepared leftover foods to public interest groups is allowable if the practice is in accordance with state and local public health regulations. The use of federally donated commodities in the lunch service does not affect this policy.

We hope this clarifies our policy in this matter. If you have any questions, please contact this office.

RUSS CIRCO
Regional Director
Child Nutrition Programs

1.5 Procurement, Production, and Food Sales Reference: 1.530	1.540

Use of Prepared Leftover Food in the Breakfast and Lunch Programs

Program regulations require that the number of breakfasts and lunches be prepared in accordance with participation trends, the object being to provide one lunch and/or breakfast per child per day. In recognition that fluctuations in participation will occur due to absenteeism and other factors which will cause schools to be left with excess food, there are several options a school food authority (SFA) may take in the event leftover food results:

- Under National School Lunch Program regulations, excess lunches produced may be served but **not claimed** for federal reimbursement. Second lunches may be sold to students on an a la carte basis. In addition, leftover food may be served and counted as part of a reimbursable meal on another day if the wholesomeness and accountability can be maintained.

- Under School Breakfast Program regulations, if schools can demonstrate that planning and preparation have been conducted in accordance with the objective of preparing one meal per child per day, excess breakfasts may be served to eligible children and **may be claimed** for reimbursement. The number of meals claimed for reimbursement on any given day cannot, however, exceed the number of students eligible in each of the meal price categories. The second breakfast meals served to students must contain the minimum portion of each of the required food items offered and the students must then take the designated number of items which the school has determined if Offer Verses Serve is implemented in order for the breakfast to be reimbursable. If excess lunch or breakfast production is observed, consultative efforts would focus on helping schools plan and prepare for one meal per child per day.

If over production of food is a problem, consider Offer Verses Serve, a regulatory provision intended to reduce waste by decreasing the need for over production, as one solution. The lunch and breakfast regulations each contain this provision. Under the lunch program, senior high students **must** be permitted to decline up to two of the five required food items. Students below senior high may be permitted, at the SFA's discretion, to decline one or two of the five required food items. Under the breakfast program, at the SFA's discretion, each school may allow students to refuse one food item from the four required food items. For more clarification regarding the Offer Versus Serve provision, please refer to the training packet, *Meal Pattern Requirements and Offer Versus Serve*, provided to each school food authority by the USDA.

7 CRF Ch. II (1-1-93 Edition), 210.10 (b), 220.9 (a)

Donation of Food to Public Interest Groups

USDA policy allows schools participating in Child Nutrition Programs to donate leftover food to public interest groups, such as charitable organizations, for the purpose of feeding needy persons. **However**, before exercising this option, several factors should be considered.

- Program regulations require that production and participation records be maintained to demonstrate efforts to provide one meal per child per day. Leftover meals may be served to students but not claimed under the National School Lunch Program. Leftover meals may be served to students and claimed under the Breakfast Program as long as production and participation records reveal efforts to provide one meal per child per day.

- If a School Food Authority (SFA) is able to demonstrate production for one meal per child per day and opts to donate this food to a public interest group, careful consideration must also be given to the wholesomeness of the food and to the use of proper sanitation procedures. With this in mind, it is recommended that schools involve their local health official prior to donation of food. The Bureau for Food and Nutrition Services does not provide legal counsel regarding potential liability issues under the "Good Samaritan" law.

- Also an important consideration is the possible effect that donating food would have upon the food service account (Fund 50) balance. If a negative balance in Fund 50 were to occur, this must be covered by a transfer from the General Fund. Remember, the goal is to provide a nutritious meal at the lowest possible meal cost to the students.

It is recommended that careful consideration be given to the issues stated. Use of federally donated commodities does not affect the USDA policy.

Prototype Production Worksheet

The Sample Production Worksheet form can be used to plan the amount of food that must be prepared for each dialy menu. After production totals are calculated, managers may post the Production Worksheet for production personnel to follow in preparing the meal. Work schedules, menu instructions, and food orders can be based on the production plan.

Directions for Planning Production Using the Production Worksheet

Fill out the top portion of the worksheet, write the menu, day of the week or menu number. Forecast participation by group.

Column A: Write the menu item, specify the portion (serving size) planned, list the food item, type of food, recipe, pre-portioned unit, and/or other useful informationl. Designate if portion size is varied for Group 3. If the item is a choice, speify the percentage of studnets that will select the item.

Column B Indicate the number of servings planned for each group. Calculate and write the number of portions, ounces or 1/4 cups planned in Column B.

Column C: Calculate and write the total number of servings planned (portions, ounces, 1/4 cups) in Column C.

Column D: Divided Column C (the total portions, ounces, 1/4 cups planned) by 100 to determine the units of 100 you need (C ÷ 100) C divided by 100 or move the decimal point two places to the left.

Column E: Find the food item in the Food Buying Guide, Column 1. Column 5 states the number of purchase units needed to provide 100 servings. Write the number from Column 5 in Column E of the worksheet.

Column F: To calculate the total amount of food to prepare, multiply Column D (unites of 100) by Column E (purchase units for 100 servings)(DxE). This total amount will provide the planned serving for the total number forecast.

Column G: Record the actual amount prepared, served, and leftover in the columns under Column G. Total prepared minus (-) amount served equals leftovers. Use the code to indicate how leftovers were handled.

Comments: Use the comments section to record notes or observations taht will help you the next time you prepare this menu.

PRODUCTION WORKSHEET
MENU CYCLE/MENU NUMBER *Example* WEEK/DAY _____

Tomato Soup with Crackers
Grilled Cheese Sandwich
Crunchy Vegetabels with Dip
Whole Plums or Peach Slices
Milk

FORECAST/PARTICIPATION

Group III 100
Group IV 100
Group V
Adult 10
TOTAL 210

Column: A Menu Item Serving Size Food Item	B Number of Servings Planned for Each Group portions/ozs./1/4 cups			C Total No. Servings Planned Portions/ozs/1/4 C.	D Units of 100 (C ÷ 100)	E Purchase Units for 100 Servings (FBG-Col. 5)	F Total Amount to Prepare (D x E)	G Total Amount Prepared _____ (Notes)
	Group III	Group IV	Adult					
Grilled Cheese 2 oz. Processed Cheese 2 slices bread	100	<u>100</u> 210 <u>x 2 oz.</u> 420 ozs. 420 slices	10	 420 ozs. 420 slices	 4.20 x 24 slices/ 1 1/2 loaves	 6.3 (p. 30) 420 ÷ 24	 26.5 lbs. 17.5 loaves	 27 lbs. 18 loaves
Tomato Soup 1/2 c. G.3 1 c. G.4 1/4 c. Raw Vegetables Carrot sticks (60%) Celery sticks (20%) Cauliflorets (20%)	(100 1/2 cups) 50 cups 210 x .60= 210 x .20= 210 x .20=	100 cups 126 1/4 cups 42 1/4 cups 42 1/4 cups	10 cups	160 cups 126 1/4 cups 42 1/4 cups 42 1/4 cups	1.60 x 1.26 x .42 x .42 x	8.7 (p. 114) 9.7 (p. 75) 8.2 (p. 76) 8.1 (p. 76)	13.9 No. 3 cylinder cans 12.2 lbs. 3.4 lbs. 3.4 lbs	14 cans 13 lbs 4 lbs 4 lbs
1/4 cup Plums (20%) 1/4 cup Peach slices (80%) Crackers 2 G. 3 (1/4 bread) 4 G. 4 (1/2 bread) Milk	210 x .20 = 210 x .80 = 200 crackers	42 1/4 c. 168 1/4 c. 400 crackers	40 crackers	42 1/4 c. 168 1/4 c. 640 crackers ÷ 8 breads= 80 breads	.42 x 1.68 x .80 x	2.0 (p.100) 2.1 (p.93) 4.9 (p.124)	.84 No. 10 cans 3.5 No. 10 cans 3.9 lbs.	1 can 4 cans 4 lbs 210 1/4 pts.

PRODUCTION WORKSHEET

MENU CYCLE/MENU NUMBER _____ WEEK/DAY _____

	FORECAST	ACTUAL PARTICIPATION
Group III		
Group IV		
Group V		
Adult		
TOTAL		

Column A		B Number of Servings Planned for Each Group portions/ozs./1/4 cups		C Total Number Servings Planned portions/ozs./ 1/4 cups	D Units of 100 (C ÷ 100)	E Purchase Units for 100 Servings (FBG/Col. 5)	F Total Amount to Prepare (D x E)	G Actual Amount Prepared Notes		
Menu Item	Serving Size (Portion)	Group III	Group IV and Adults					Prepared	Served	Leftover (code)

Comments/Special Instructions:

Star or underline commodity items

Leftover codes:

F: Freezer (In Satellite) C: Cooler W: Waste R: Returned

Non-Discrimination Practices

Section 245.8 of the regulation states:

"School Food Authorities of schools participating in the National School Lunch Program, School Breakfast Program or Special Milk Program or of commodity only schools shall take all actions that are necessary to insure compliance with the following nondiscrimination practices for children eligible to receive free and reduced price meals or free milk:

(a) The names of the children shall not be published, posted or announced in any manner;

(b) There shall be no overt identification of any of the children by the use of special tokens or tickets or by any other means;

(c) The children shall not be required to work for their meals or milk;

(d) The children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance or consume their meals or milk at a different time;

(e) When more than one lunch or breakfast or type of milk is offered which meets the requirements prescribed in Sections 210.10, 210.15a, 220.8 or 215.2(1) of this chapter, the children shall have the same choice of meals or milk that is available to those children who pay the full price for their meal or milk."

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302

FNS INSTRUCTION 765-3
REV. 1

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Section 245.8(b)

Prevention of Overt Identification

The National School Lunch Act (Act) requires schools to take whatever measures are necessary to assure that there is no overt identification of any child eligible for free or reduced price meals by special tokens, announced or published lists of names, or by other means.

While appropriate measures to prevent overt identification will vary by school, the success of these measures can only be determined by the degree to which a free or reduced price meal recipient can be identified. Measures that are successful in one school may not be successful in another.

Generally, a school which has made tickets or tokens readily available to all students (i.e., free, reduced and full price) at the same time and place and has done a reasonable job of announcing ticket/token availability would have protected free and reduced price students from overt identification. If, however, such tickets or tokens are coded or colored in a manner which would overtly identify free and reduced price recipients, the resultant overt identification would be unacceptable.

A "reasonable" job of announcing ticket availability means that advertisements or announcements are made on a regular basis to the whole student body and none but the appropriate school officials know the extent of full price ticket sales. If the ticket/token system is not widely used by full price students, it is strongly recommended that schools consider such options as (1) offering a discount price on ticket purchases, (2) working with the local parent teacher organization to increase sales; or (3) utilizing a different collection procedure.

SAMUEL P. BAUER
Director
Child Nutrition Division

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302

FNS INSTRUCTION 788-2
REV. 1

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Parts 210 and 220

Partial Implementation of the School Meal Programs in an Individual School

This Instruction sets forth the policy that partial implementation of the National School Lunch and Commodity School Programs is not allowed, but that partial implementation of the School Breakfast Program may be allowed under certain circumstances.

National School Lunch and Commodity School Programs - In general, school food authorities must make program benefits available during meal service periods to all children attending participating schools. The practice of requiring students who live near a school to eat lunch at home denies them the opportunity to participate in the program and is inconsistent with the intent of the law. Discrimination on the basis of the proximity of a child's home to the school is unallowable. While a school may have legitimate problems accommodating all students within a given time or space, it is improper to arbitrarily deny a certain segment of the student body access to the lunch program.

However, there is no requirement to provide lunch to partial day students (e.g., pre-school, kindergarten, half-day high school students) who are not scheduled to be in school during the lunch hours.

School Breakfast Program - There are some circumstances, such as transportation schedules, that may prevent some children from participating in the school breakfast program. However, in general, all children in attendance during the breakfast period should have access to the breakfast program in participating schools.

There are three situations in which partial implementation of the breakfast program is allowed. First, a school food authority may phase the program into an individual school and limit its operation to students of a selected number of grades or classrooms, as long as the school food authority has a plan of action or has stated its intent to expand program access to enrolled students in all grades or classes in the building within a reasonable period of time. Second, a school food authority may provide the breakfast program only to special education students who must leave their homes much earlier than the other enrolled children in order to be bussed to their class location. Finally, a school food authority may provide the breakfast program only to kindergarten, pre-kindergarten and other partial day students when such students do not have access to another school meal.

SAMUEL P. BAUER
Director
Child Nutrition Division

Civil Rights Compliance

In the operation of the program, no child shall be denied benefits or be otherwise discriminated against because of race, color, national origin, age, sex, or handicap. School authorities participating in any federally funded program must ensure compliance with the provisions of the following regulations and instructions:

1. USDA Regulations under Title VI of the Civil Rights Act of 1964, as amended.
2. USDA Regulations implementing Title IX of the Education Amendments of 1972.
3. USDA Regulations implementing Section 504 of the Rehabilitation Act of 1973.
4. Age Discrimination Act of 1975.
5. USDA Regulations on nondiscrimination (7 CFR parts 15, 15a, and 15b).
6. FNS Instruction 113-6, Civil Rights Compliance and Enforcement in School Nutrition Programs.

The administrative responsibility of school authorities regarding civil rights compliance is similar for all federal programs offered. An additional requirement, as it relates to the School Food Service Programs, however, is the collection of racial/ethnic data on the free and reduced price meal recipients.

To emphasize the need to comply with the civil rights requirements school authorities are requested to conduct a Civil Rights Compliance "Self-Evaluation" annually by October 31 and to retain the completed form on file for a period of three years following the year to which it applies. The completed form will be reviewed by the DPI School Food Service staff as part of the agency's on-site review process.

Schools are also required to post the "and Justice for All" poster in the food service areas.

7 CFR Ch. II (1-1-93 Edition), 210.23 (b)

1.8 Civil Rights Self-Evaluation Form	1.805

Wisconsin Department of Public Instruction
SCHOOL FOOD AUTHORITY—
CIVIL RIGHTS COMPLIANCE
Self Evaluation Form—National School Lunch Program (NSLP)
PI-1441 (▼ Rev. 1-96)

U.S. Department of Agriculture regulations outline the responsibility of each School Food Authority (SFA) in regard to Civil Rights Compliance. The following self-evaluation provides an overview of requirements to assist the SFA in determining Civil Rights status. (USDA) FNS Instruction 113-6. Complete by October 31 annually.

GENERAL INFORMATION

Name of School Food Authority (SFA)	Date *Mo/Day/Yr*	Agreement Number

	Yes	No
1. Does the public notification about the NSLP (National School Lunch Program) include:		
a. the required nondiscrimination statement?	❑	❑
b. complaint filing information?	❑	❑
2. Has a procedure for handling discrimination complaints/grievances been established?	❑	❑
3. Have any complaints of discrimination (written or verbal) been received in the past three years?	❑	❑
If yes, indicate the disposition of each case (attach sheet).	❑	❑
4. Is the nondiscrimination poster displayed in a prominent place in each school?	❑	❑
5. Is there a need for program materials to be printed in a language other than English?	❑	❑
If yes, has this been done?	❑	❑

6. Complete Racial/Ethnic Data Chart below. Racial/Ethnic data is collected on the free/reduced price meal application. If the parent does not voluntarily fill in this information, a school official may fill in the data based on observation. It is important to collect the numbers for columns b and c as the applications are being processed, as this will eliminate the need to go back through all applications at a later date.

Ethnic Category	a. Total District Enrollment	b. No. Approved for Free/ Reduced Price Meals	c. Number Denied	d. Number of Food Service Staff
American Indian or Alaskan Native				
Asian or Pacific Islander				
Black (not of Hispanic origin)				
Hispanic				
White (not of Hispanic origin)				
TOTAL				

	Yes	No
7. Are denied free/reduced price meal applicants (column c) disproportionately composed of minority applicants?	❑	❑
8. Do procedures ensure that civil rights racial/ethnic data is made available only to authorized personnel?	❑	❑
9. Does the school agency employ 15 or more persons? (total staff of agency)		
a. If yes, has agency designated a staff person to coordinate Title IX (sex) compliance?	❑	❑
b. If yes, has agency designated a staff person to coordinate Section 504 (handicap) compliance?	❑	❑
10. Is a prescription from a physician on file for each individual with special dietary needs?	❑	❑
For nonpublic school agency only		
11. Does the school/institution limit or deny admission on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability?	❑	❑

SIGNATURE

Signature of Official	Date Signed
➤	

Please retain these records on file for three years plus current year of operation.

Coordinated Review Effort (CRE)

Public Law 101-147, enacted November 10, 1989, required changes in the review of the National School Lunch Program. Federal regulations mandated a unified accountability system, called the Coordinated Review Effort, or CRE, which took effect in the 1992-1993 school year.

With the Coordinated Review Effort, the school food authority's (SFA) correct entitlement is identified through review of local (SFA) data. The critical areas of review are eligibility certification, benefit issuance, updating eligibility, meal counting and claiming, and food items. The general areas of review are the free and reduced price process, meal patterns, civil rights, monitoring, and reporting and recordkeeping responsibilities. School food authorities are reviewed every four years. Payment for meals that are found to be claimed in error must be reclaimed. Problems that are not corrected in accordance with the federal regulation may lead to withholding of program payments.

CRE begins with an administrative review as the initial comprehensive on-site evaluation of a SFA participating in the Program (National School Lunch Program, School Breakfast Program, and Special Milk Program), and includes both critical and general areas of review as listed above. Additionally, it includes other areas of Program operations determined by the State agency to be important or those in which the State agency is mandated to evaluate, such as sanitation. The period of review must include the most recent month for which a claim for reimbursement was submitted, provided that it covers at least ten (10) operating days. Problems found in the critical areas of review can result in performance standard violations.

Performance Standard 1 ensures that all free, reduced price and paid lunches claimed for reimbursement are served only to children eligible for free, reduced price and paid lunches, respectively; and are counted, recorded, consolidated and reported through a system which consistently yields a correct claim. Performance Standard 1 violations may exceed the threshold when a number of the reviewed schools in a SFA have an inadequate system for certification, issuing benefits or updating eligibility status; or for counting, recording, consolidating or reporting lunches by type. It may also be in violation when the SFA has an inadequate system for consolidating lunch counts, by type, or for reporting claims; or, if applicable, for certification, issuing benefits or updating eligibility status. At the school and SFA level, a system for certification, issuing benefits or updating eligibility status is inadequate if 10% or more (but not less than 100 lunches) of the free and reduced price lunches claimed for the review period (for any school reviewed) are claimed incorrectly due to errors of certification, benefit issuance or updating of eligibility status.

Performance Standard 2 ensures that lunches claimed for reimbursement within the SFA contain food items/components as required by program regulations. This performance standard threshold may be exceeded if 10% or more of the total number of program lunches observed in a SFA are missing one or more of the required food items/components.

To correct any degree of violation in the critical (Performance Standards 1 and 2) and general areas of review, corrective actions must be taken by the SFA. Additionally, if during the course of the review, a Program violation is identified which is outside the scope of the Coordinated Review Effort, corrective action would also be required.

Any fiscal action that may need to be taken is calculated after the SFA's documented corrective action has been reviewed. If a SFA fails to submit adequate corrective action by the due date, the State agency will calculate fiscal action through the last serving day of the school year. When the SFA provides acceptable corrective action after the State agency has calculated fiscal action, the State agency will adjust fiscal action calculation to reflect the actual dates corrective action occurred. Errors which result in a total of $600 or less may be disregarded as long as they are corrected. The SFA has the right to an appeal when the findings of a review result in denial of all or part of a claim for reimbursement or withholding of payments.

Once corrective action has been properly taken, documented and approved, the administrative review can be closed. If, however, the critical area threshold was exceeded during the administrative review, the SFA may be subject to a follow-up review. The State agency must select 25% of those school authorities which have the most serious problems for this review. The State agency will then review, at a minimum, the critical areas for which the review thresholds were exceeded by the SFA on a previous review. Schools within a SFA which were not reviewed during the administrative review may be reviewed at this time. If corrective action was found to be in place and there are no new problems for which corrective action is needed, the review is closed. As with the administrative review, corrective action, fiscal action, and/or withholding of payments can occur.

To avoid problems in the **critical** area of review, be sure to:

- approve each child's eligibility for free or reduced price meal correctly.
- have a system to issue benefits and to update the eligibility of children approved for free and reduced price lunches.
- serve lunches that contain required food items.
- base claims for reimbursement on accurate lunch counts taken, by category, at the point of service.
- correctly record, consolidate, and report lunch counts on the claim for reimbursement.

To avoid problems in the **general** areas of the review, be sure to:

- follow the procedures identified in your free and reduced price policy statement.
- verify the correct number of applications by December 15 and keep verification records.
- serve lunches that provide the required amount of food.
- make sure that no child is denied benefits or discriminated against on the basis of race, color, national origin, age, sex, or handicap.
- conduct an on-site review of each school's meal counting system by February 1 (only if you have more than one school).
- check each school's meal counts, using an attendance factor, before submitting the claim for reimbursement.
- submit reports and keep records as required.

7 CFR Ch. II (1-1-93 Edition), 210.18

APPEAL PROCEDURES FOR

(1) National School Lunch Program
(2) Special Milk Program and
(3) School Breakfast Program

The school food authority (SFA) may appeal the Department of Public Instruction's (DPI) findings, under the programs listed above, if the findings result in denial of all or a part of a claim for reimbursement or withholding of payments. Appeals are not available for any other program action, such as required corrective action.

The appeal procedures assure a fair and impartial hearing before an independent official at which the SFA may be represented by legal counsel. Decisions are to be rendered in a timely manner. Appellants are afforded the right to either a review of the record with the right to file written information, or a hearing which they may attend in person.

Section 210.18 of the regulations establishes the following procedure:

1. DPI shall provide the SFA a written notice which details the grounds on which the denial of all or a part of the claim for reimbursement or withholding of payment is based. The notice, which shall be sent by certified mail, return receipt requested, shall also include a statement indicating that the SFA may appeal;

2. The written request for a review shall be postmarked within 15 calendar days of the date the appellant received the notice of the denial of all or a part of the claim for reimbursement or withholding of payment, and DPI shall acknowledge the receipt of the request for appeal within 10 calendar days;

3. The appellant may refute the action specified in the notice in person and by written documentation to the review official. In order to be considered, written documentation must be filed with the review official not later than 30 calendar days after the appellant received the notice. The appellant may retain legal counsel, or may be represented by another person. A hearing shall be held by the review official in addition to, or in lieu of, a review of written information submitted by the appellant only if the appellant so specifies in the letter of request for review. Failure of the appellant SFA's representative to appear at a scheduled hearing shall constitute the appellant SFA's waiver of the right to a personal appearance before the review official, unless the review official agrees to reschedule the hearing. A representative of DPI shall be allowed to attend the hearing to respond to the appellant's testimony and to answer questions posed by the review official;

4. If the appellant has requested a hearing, the appellant and DPI shall be provided with at least 10 calendar days advance written notice, sent by certified mail, return receipt requested, of the time, date and place of the hearing;

5. Any information on which DPI's action was based shall be available to the appellant for inspection from the date of receipt of the request for review;

6. The review official shall be an independent and impartial official other than, and not accountable to, any person authorized to make decisions that are subject to appeal under the provisions of this section;

7. The review official shall make a determination based on information provided by DPI and the appellant, and on Program regulations;

8. Within 60 calendar days of DPI's receipt of the request for review, by written notice, sent by certified mail, return receipt requested, the review official shall inform DPI and the appellant of the determination of the review official. The final determination shall take effect upon receipt of the written notice of the final decision by the SFA;

9. DPI's action shall remain in effect during the appeal process;

10. The determination by the review official is the final administrative determination to be afforded to the appellant.

7 CFR Ch II (1-1-93 Edition), 210.18 (q)

Self Evaluation For Coordinated Review Effort:
Critical Areas Of Review

This list has been developed to assist you in preparing for the Coordinated Review Effort (CRE) portion of your National School Lunch Program review. It will be helpful to your program if you complete this self evaluation prior to the scheduled review. The criteria for evaluation of eligibility certification, meal counting and claiming, and meal components have not changed. However, the CRE system which USDA mandates for evaluation of the National School Lunch Program is much more comprehensive.

Eligibility Certification

Student applications must be complete, including all of the information for the specified category. Please note that incomplete or incorrectly approved applications could lead to a potential reclaim or withholding of National School Lunch Program monies based on USDA established thresholds for performance standards.

___ **All Food Stamp/AFDC/FDPIR Applications** have the name of the child; food stamp, FDPIR or AFDC case number; and signature of adult household member.

___ **All Income Eligibility Applications** have the names of all household members (including the child), signature and social security number of the adult household member, the current amount of income received by each household member by source including wages, welfare, alimony.

___ **All Applications for Foster Children** have the name of the child, child's personal income and signature of an adult household member.

___ If used, **Direct Certification** information on file includes names of children, identifying information and signature of responsible official and date.

___ **All Applications** indicate the date of approval or denial, correct level of benefit, and are signed or initialed by the determining official.

___ **Changes in Eligibility Status** are noted and dated on application. Documentation is available to show increases in benefit levels are made no later than 3 days, and decreases in benefit levels are made no later than 10 operating days from the final decision date.

___ The school has a **system to update eligibility status** of students such as when household income changes, verification leads to change, or students transfer between schools.

___ The master list, roster or other system used to notify school personnel of student benefits accurately reflects information on **current eligibility determinations**.

Meal Counting And Claiming Systems

Please note that errors in the indicated areas could lead to a potential reclaim or withholding of National School Lunch Program monies based on USDA established thresholds for performance standards.

___ The meal count system provides an accurate daily meal count:
A. **by type** (free, reduced price, and full price)
B. at the **point of service** (at the end of line or approved alternate system as indicated on your contract)
C. of **reimbursable** meals (meeting meal pattern requirements)
D. on a **daily** basis
E. and ensures that only **one meal is claimed per eligible student** per day.

___ The **daily** meal count information is correctly consolidated for the claim.

___ The **school counts each category of meals** (free, reduced price, full price, adult). A "back out" system, obtained by subtracting one category from another, is not used to arrive at any of the category counts.

Meal Components

___ The menus planned and offered to students contain all five required food items/components.

___ All meals observed on the day of review contain at least the minimum number of food items/components, in accordance with the offer vs. serve policy in effect at the school.

Prototype Monitoring Documentation for SFAs With More Than One School
Check-Off List Systems

	No Problem	Needs Correction	Comments
1. Written guidance, including detailed instructions regarding the collection of money and the meal count system, has been developed and is provided to all responsible personnel.			
2. The meal count system used is the same as the system described in the school agency's approved Agreement-Policy Statement.			
3. All responsible personnel have been provided with training to ensure compliance.			
4. The names of students on the free and reduced price list are supported by current and correctly approved applications.			
5. The free and reduced price list is updated when instructed to do so by authorized.			
6. The meal count system provides a meal count:			
a. by type (free, reduced price, full price).			
b. at the point of service (at end of line).			
c. of reimbursable meals.			
d. on a daily basis.			
7. The meal count system does not overtly identify the students receiving free and reduced price meals during the collection of payment or the meal service due to:			
a. a separate line for free or reduced price students.			
b. improper coding of names on checklist.			
c. operating a separate line for cash meal sales.			
d. including only the names of free and reduced price students on the checklist.			
8. The daily meal count information is consolidated for the claim.			
9. The most recent monthly edit check and a review of the procedures with school personnel revealed that the school:			
a. does not claim for more free or reduced price meals on a daily basis than eligible students.			

		No Problem	Needs Correction	Comments
b.	does not claim second meals served to students for reimbursement.			
c.	does not claim the meals served to AFS students, student workers or adults for the free meal category on the claim. (Exception: The AFS or student workers have a correctly approved application on file.)			
d.	does not claim the meals served to guests (adult or children) for reimbursement.			
e.	does not claim any meals served to kindergarten students participating in the federal half-day kindergarten special milk program for reimbursement.			
f.	counts each category of meals (free, reduced price, full price and adult). A back out system is not used to arrive at any of the categories.			

Corrective action plan established with school personnel to resolve problems found on monitoring visit:

Signature of designated monitordate

Signature of person responsible for sales/meal countsdate

Signature of school principaldate

Date of second visit (within 45 days if problems were found)

Results of second visit:

Problem areas were corrected.

Additional follow-up is necessary (state plan below).

Regulations require that every school year each SFA with more than one school shall perform no less than one on-site review of each school. The on-site review must take place before February 1. Retain this form on file to document compliance with USDA regulation 210.8 (a)(1).

Prototype Monitoring Documentation for SFAs With More Than One School Ticket or Electronic Device Systems

	No Problem	Needs Correction	Comments
1. Written guidance, including detailed instructions regarding the collection of money and the meal count system, has been developed and is provided to all responsible personnel.			
2. The meal count system used is the same as the system described in the school agency's approved Agreement-Policy Statement.			
3. All responsible personnel have been provided with training to ensure compliance.			
4. The names of students on the free and reduced price list are supported by current and correctly approved applications.			
5. The free and reduced price list is updated when instructed to do so by authorized determining official.			
6. The meal count system provides a meal count:			
a. by type (free, reduced price, full price).			
b. at the point of service (at end of line).			
c. of reimbursable meals.			
d. on a daily basis.			
7. The system does not overtly identify the students eligible for free and reduced price meals during the collection of payment or the sale of tickets and service of the meal due to:			
a. a separate line for free or reduced price students.			
b. improper distribution of the ticket/token/ID cards.			
c. improper coding of tickets/ID cards.			
d. failure to publicize the prepayment plan.			
e. operating a separate line for cash meal sales.			

	No Problem	Needs Correction	Comments
8. The most recent monthly edit check and a review of the procedures with school personnel revealed that the school: a. does not claim for more free or reduced price meals on a daily basis than eligible students.			
b. does not claim second meals served to students for reimbursement.			
c. does not claim the meals served to AFS students, student workers or adults for the free meal category on the claim. (Exception: The AFS or student workers have a correctly approved application on file.)			
d. does not claim the meals served to guests (adult or children) for reimbursement.			
e. does not claim any meals served to kindergarten students participating in the federal half-day kindergarten special milk program for reimbursement.			
f. counts the free, reduced price, full price and adult tickets. A back out system is not used to arrive at any of the categories.			

Corrective action plan established with school personnel to resolve problems found on monitoring visit:

Signature of designated monitor date

Signature of person responsible for sales/meal countsdate

Signature of school principaldate

Date of second visit (within 45 days if problems were found)

Results of second visit:

Problem areas were corrected.

Additional follow-up is necessary (state plan below).

Regulations require that every school year each SFA with more than one school shall perform no less than one on-site review of each school. The on-site review must take place before February 1. Retain this form on file to document compliance with USDA regulation 210.8 (a)(1).

Claim Submission Timeframes

Section 210.8(b)(1) states "A final claim for reimbursement shall be postmarked or submitted to the state agency not later than 60 days following the last day of the full month covered by the claim. State agencies may establish shorter deadlines at their discretion. Claims not postmarked and/or submitted within 60 days shall not be paid with program funds unless otherwise authorized by FNS."

Consistent with our department's philosophy, we have not established a deadline shorter than the 60 days required by regulations. The last sentence in quotes means that the USDA Regional Office (in Chicago) must approve claims submitted later than the 60-day requirement.

USDA does allow a one-time exception which allows our department to reimburse a valid monthly claim submitted after the 60-day deadline. The policy has two USDA provisions:

1. The one-time exception may be granted whenever a school food authority has not been granted an exception during the previous 36-month period. This changes previous USDA policy which only allowed a one-time exception during the lifetime of the school's administration of USDA programs.

2. In recognition of state agency staffing patterns that may have different staff administering the (1) School Programs (lunch, breakfast, and special milk), (2) Child and Adult Care Food Program and (3) Summer Food Service Program, USDA allows one late claim to be reimbursed in each of the three program areas each 36-month period.

   For example, our department may reimburse a late claim submitted under the National School Lunch Program and also reimburse a late claim for the same school food authority under the Summer Food Service Program. Our department tracks each of the three program areas separately.

Internal Controls/Edit Check Requirement

School food authorities (SFA) are required to submit claims for reimbursement based upon accurate meal counts and to ensure the accuracy of claims through either internal controls or edit checks. Whenever problems or errors are identified, the SFA must correct the lunch counts prior to submitting the claim and make improvements to the system. The following explains when SFAs may use internal controls and when edit checks are required:

Internal Controls

A school food authority found in its most recent administrative review by this department to have no meal counting and claiming violations may develop internal control procedures that ensure accurate meal counts. If a SFA would prefer, the edit check procedure may be used instead of internal controls.

The SFA must submit internal controls to this department for approval. Approvable internal controls are intended to be flexible enough to fit the SFAs accounting system, but must demonstrate that claim accuracy is verifiable. If the internal controls are not approved, SFAs must use the edit check procedure.

Edit Check

The edit check procedure must be used by SFAs found in the most recent administrative review as having meal counting and claiming violations. SFAs found in subsequent administrative reviews as not having meal counting and claiming violations have the option of developing internal controls.

To do the edit check, compare each school's daily free, reduced-price, and paid meal counts to: the product of the highest number of students currently eligible for free, reduced-price, and paid meals, respectively, for the month times an attendance factor (see formula below). If the number of meals claimed by category for any day exceeds the highest number of meals expected in that category, that school must have a valid reason for the discrepancy, document it in writing, and keep it with the edit check information.

To obtain the number of students eligible for **paid** meals, subtract the number of students approved for free and reduced-price meals from the total enrollment in the school. Do not count half-day kindergarten students or other half-day students if they do not have access to the lunch program for any reason.

The attendance factor is the percentage of students attending school, not the percentage of students eating lunch. It must be developed at least once each school year, but can be updated each month if the school would like to use more current figures. Do not include half-day kindergarten students or other half-day students in either Average Daily Attendance or School Enrollment if they do not have access to the lunch program.

$$\text{Attendance Factor (AF)} = \frac{\text{Average Daily Attendance}}{\text{School Enrollment}}$$

The edit check formula is:

$$\begin{array}{c}\text{Highest \# of}\\ \text{Students Approved}\\ \text{in Month}\end{array} \times \text{Attendance Factor} = \begin{array}{c}\text{Highest \# of}\\ \text{Lunches Expected}\\ \text{for Any Serving Day}\end{array}$$

Example: A school with an enrollment of 239 students has 15 students eligible for free meals and 8 students eligible for reduced-price meals. The average daily attendance (ADA) for the month is 230 and the average daily participation (ADP) in the lunch program is 180.

$$AF = \frac{230}{239} = .962$$

	Column 1 Highest # of Students Approved in Month	Column 2 x Attendance Factor =	Column 3 Highest # of Lunches Expected for Any Serving Day
Free	15	.962	14.4 or 14
Reduced-price	8	.962	7.7 or 8
Paid	216	.962	207.8 or 208

For each school, compare the number calculated in Column 3 to **daily** lunch counts for the month by category. Any daily counts exceeding the edit check must be documented as noted above. For example, the SFA may find that the students approved for free or reduced-price meals attend school at a higher rate than students in the paid category, and attendance records are available to support this finding.

Daily Participation Record/Edit Check

Month of _____ 19 _____

School _____

DATE	LUNCH				BREAKFAST†			
	FREE	REDUCED PRICE	PAID	NON-REIMBURSABLE*	FREE	REDUCED PRICE	PAID	NON-REIMBURSABLE*
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Totals								

Required Edit

	Highest # of Students Approved in Month		Attendance Factor Average Daily Attendance School Enrollment		Highest # of Lunches Expected for Any Serving Day
Free	_____	x	_____	x	_____
Reduced-Price	_____	x	_____	x	_____
Paid	_____	x	_____	x	_____

†A daily edit check is currently required only for the lunch program, not the breakfast program.
*Nonreimbursable meals include meals served to adults (program and nonprogram) and nonclaimable children, second meals served to students, and meals missing components.

Claim Worksheet Instructions

National School Lunch • School Breakfast • Special Milk • Wisconsin Morning Milk • Elderly Nutrition

PI-1409 (Rev. 8/95) consolidates four separate claims:

- PI-1409–Lunch, Breakfast and Special Milk;
- PI-1468–Special Milk Only;
- PI-6036–Wisconsin Morning Milk Program; and
- PI-1450–Elderly Nutrition Program. In addition, the revenue and expenditure reporting is now requested annually instead of quarterly and the revenue is now submitted only in total instead of requiring nine separate revenue sources.

The monthly information is the basis for claim payment and will continue to generate a monthly transmittal notice. The annual data allows for general program summary. Since the quarterly data is no longer collected, the quarterly summary report of revenues and expenditures has been discontinued.

It is requested that the monthly data be submitted by the 15th of the month following the month for which claim is being made. USDA requires our department to deny claims submitted more than 60 days after the end of the claiming month (i.e., September's claim must be submitted by the end of November). USDA policy only allows our department to approve one exception per 36-month period to the 60 day claim submission deadline.

Agency Code: Enter your six digit agency code. This number was formerly called your agreement number.

mo/yr: Enter the four digit month and year in which the meals and/or milk being claimed were served (i.e., 0995 for September, 1995).

2nd mo/yr: If you serve meals and/or milk ten days or less during a month, you may combine the short month with the claim for the longer month. The longer month is entered in the box with the dark outline (far left). The month and year of the short month is then entered in the "2nd mo/yr" box, and the number of days operating during the short month is entered in the "days operating for 2nd mo/yr" box.

National School Lunch Program

Box 01: Enter the highest number of students/children during the claiming month who are approved for the free category, based on approved family-size income applications on file, and names received through your direct certification process.

Note: Applications from free and reduced-price categories approved from the prior school year may be used for the first 30 operating days of the new school year. See page 15 of the *Eligibility Guidance for School Meals* manual.

Definition: Student means an enrolled person of high school age and under; child means a person 18 years of age or younger in a non-school setting.

Box 02: Enter the highest number of students/children during the claiming month who are approved for reduced-price lunches, based on approved family-size income applications on file.

Residential Child Care Institutions (RCCIs): The total of Boxes 01 and 02 may never be more than the total enrollment from Boxes 11, 19, or 26.

Box 05: Enter the number of sites/schools (as determined by your agency) serving lunches during the claiming month.

Box 06: Enter the highest number of days any site/school served lunches during the claiming month. If you are submitting a combined claim, enter the total operating days from both months.

Box 07: Enter the total number of free lunches served to approved students/children during the claiming month.

Box 08: Enter the total number of reduced-price lunches served to approved students/children during the claiming month.

Box 09: Enter the total number of paid (non-needy) lunches served during the claiming month.

Box 10: Enter the total number of lunches served during the claiming month to all adults and all non-enrolled children. These meals will not receive any reimbursement.

Box 11: Enter the number of enrolled students having access to the NSL Program during the claiming month. This will usually exclude half-day kindergarten and pre-kindergarten students, but only if these students are normally not present in school during the lunch period. "Third Friday" enrollment can be reported if monthly enrollment is not computed. The number of enrolled students can never be less than the number in Box 12.

RCCIs: The number entered in Boxes 01, 11, and 12 will normally be the same.

Box 12: Enter the average daily attendance (ADA) of all NSL schools. If a monthly ADA is unavailable, use a best estimate. This is the total number of students attending school for all operating days of the claiming month, divided by the number of operating days of the claiming month. If you excluded pre-k and kindergarten students for Box 11, exclude them for Box 12. The number of ADA can never be more than the number in Box 11.

School Breakfast Program

Box 03: Enter the highest number of students/children, during the claiming month, who are approved for the free category.

Box 04: Enter the highest number of students/children during the claiming month, who are approved for the reduced-price category.

Note: The number of approved free and reduced-price applicants (Boxes 03 and 04) for SB is requesting only the needy students enrolled at schools participating in the School Breakfast Program; the SB column (Boxes 13-19) applies only to schools receiving regular SB reimbursement rates, and the SB Severe Need column (Boxes 20-26) applies only to schools receiving Severe Need School Breakfast reimbursement rates as approved by our department. All RCCIs participate in both lunch and breakfast at all sites. RCCIs do not split Severe Need Status approval between sites. Therefore, RCCIs will always have an entry in Box 03 that is the same as Box 01 and will enter data in either the SB column, or the SB Severe Need column.

Boxes 13 and/or 20: Enter the number of sites/schools serving breakfasts during the claiming month.

Boxes 14 and/or 21: Enter the highest number of days any site/school served breakfasts during the claiming month. If combining a claim for two months, enter the total number of operating days in both months.

Boxes 15 and/or 22: Enter the total number of free breakfasts served during the claiming month.

Boxes 16 and/or 23: Enter the total number of reduced-price breakfasts served during the claiming month.

Boxes 17 and/or 24: Enter the total number of paid breakfasts served during the claiming month.

Boxes 18 and/or 25: Enter the total number of breakfasts served during the claiming month to all adults and non-enrolled children. These meals will not receive any reimbursement.

Boxes 19 and/or 26: Enter the number of enrolled students having access to the SB and/or SB Severe Need Program(s) during the claiming month. This will usually exclude half-day kindergarten and pre-k students, but only if these students are normally not present in school during the breakfast period. "Third Friday" enrollment can be reported if monthly enrollment is not computed.

RCCIs: The number entered in Boxes 01, 03, 11, 12, and 19 or 26 will normally be the same.

Special Milk Program

The SMP column is only used for milk claimed under the SMP. Milk served as part of the reimbursable NSL and SB is not claimed here.

Box 27: Enter the number of sites/schools serving SMP milk during the claiming month.

Box 28: Enter the highest number of days any site/school served milk during the claiming month.

Box 29: This box can be used only for schools which have a pricing program (those who charge students specifically for milk), and have chosen the free milk option. Enter the total number of half-pints of milk served to students who have approved family-size income applications for free milk on file.

Box 30: Non-pricing programs (those who do not charge children/students for milk) enter the total number of half-pints of milk served to children/students (not adults) during the claiming month.

Pricing programs enter the number of half-pints of milk served to non-needy (with no approved family-size income applications) students during the claiming month.

Note: The SMP has no limit on the number of half-pints of milk served to children/students per day.

Box 31: Enter your actual cost per half-pint of milk, carried to four decimal places ($.1348, for instance). We recommend dividing the total dollar cost of milk by the number of half-pints of milk purchased.

If the amount in Box 31 is less than the reimbursement rate for milk ($.1125 in 1995-96), your agency will be reimbursed at the lower cost.

Instructions for the annual data submission will be provided at a later date.

October, 1995

g:1409wrks.wpd

2.1 Claim Form	2.120

Wisconsin Department of Public Instruction's
Automated Telephone Worksheet for
NSL, SB, SMP, WMMP, EN

(National School Lunch, School Breakfast, Special Milk, Wisconsin Morning Milk, Elderly Nutrition)

agreeement #

Please dial **1-800-338-2328** *to submit your claim.*

(It is requested that claims be submitted by the 15th of the month following operations. Reimbursement may be denied if claim is submitted more than 60 days after the end of the claiming month.)

Submit Monthly

mo/yr	*2nd mo/yr*	*days operating for 2nd mo/yr*
e.g. 0993 for September 1993	*(optional)*	*(optional)*

	NSL and/or SB	
approved for free	01	#
approved for reduced	02	#

	NSL		SB		SB Severe Need	
	03	#	11	#	18	#
	04	#	12	#	19	#
free	05	#	13	#	20	#
reduced	06	#	14	#	21	#
paid meals	07	#	15	#	22	#
noncitizen	08	#	16	#	23	#
enrollment	09	#	17	#	24	#
ADP	10	#				

	SMP	
	25	#
	26	#
free	27	#
paid meals	28	#
reduced price	29	#

Submit Annually

year

e.g. 93

	WMMP	
free milk	30	#
reduced price milk	31	#
paid milk	32	#
total milk	33	#

	EN	
meals	34	#
snacks	35	#

	All programs	
Day Care Homes	36	#

	NSL		SB		All prgms, WMMP, SMP	
Total Program Lunches	37	#	43	#	49	#
Total Program Breakfasts	38	#	44	#	50	#
Total Special Milk	39	#	45	#	51	#
Total Elderly Nutrition	40	#	46	#	52	#
Total Wisconsin Morning Milk	41	#	47	#	53	#
Total Child Care Food	42	#	48	#	54	#

Last revised: 10/26/93

BEST COPY AVAILABLE

Net Cash Resources

Section 210.9(b)(2) of USDA regulations requires school food authorities to limit the net cash resources to an amount that does not exceed three months average expenditures for its nonprofit school food service. Section 210.19(a)(1) requires our department to monitor the net cash resources. If the net cash resources exceed three months average expenditures of the nonprofit school food service, the following options may be used at the school food authority's discretion:

1. Expend the excess balance (amount over the three months' average expenditure) in the following year.

2. Reduce the price children are charged for lunches.

3. Improve food quality or take other action designed to improve the nonprofit school food service such as purchasing equipment.

4. Carry over the excess balance under a plan approved by the Department of Public Instruction (DPI). For example, an excess balance at the end of the 1993-94 school year may be approved by DPI to be obligated and expended in the 1995-96 school year. This is approved based on the school food authority's long range plans to improve the school food service.

It should be noted that all options require the school food authority to use funds in the nonprofit school food service account only for school food service activities. Section 210.19(a)(1) further requires that if the above options do not reduce the excess cash balance then DPI must make adjustments in the rate of reimbursement.

Adult Meal Charges

Child Nutrition Programs are designed solely for the benefit of the students. The purpose of the federal assistance is to keep the meal charge to the paying student as low as possible. Adult meals are not eligible for federal and state reimbursement or donated commodities. The charge must be established in accordance with the following considerations:

Nonprogram Adults

Nonprogram adults include all staff members and teachers not directly working in food service and whose salary is paid from any fund other than the Food Service Fund. Nonprogram adults also include parents, visitors, and elderly persons not covered by the state's Elderly Nutrition Program. These meal costs are **not** an allowable school food service expenditure. The charge to nonprogram adults must cover the total lunch production cost including the value of USDA donated commodities. If these adults do not pay the full charge, or they receive free meals, the school food authority (SFA) must absorb the difference between the full cost and the revenue received from these adults. Transfers from the general fund may be made to cover meal costs of nonprogram adults. If nonprogram employees are given free meals, the value of the meal may be considered a wage benefit, depending on the circumstances.

To calculate nonprogram adult meal charges:

> Per meal cost + reimbursement rate of student paying full price + commodity value + state matching reimbursement rate = nonprogram adult meal charge

Schools must be able to verify that the cost of these adult meals are covered from sources other than federal reimbursements, USDA donated commodities and students' payments.

Program Adults

Program adults are those working directly in the food service program: manager, cooks, servers, anyone whose salary is being paid from the Food Service Fund, and volunteer food service workers. The SFA may either charge program adults the adult meal cost or provide them with a free meal. If the SFA elects to provide free meals to program adults, no adjustments to the financial records or Food Service Fund need to be made.

United States Department of Agriculture | Food and Nutrition Service | Midwest Region | 77 W. Jackson Blvd.--20th Floor Chicago, IL 60604-3507

August 30, 1991

Reply to
Attn of: MWCN-103: SA 14-6

Subject: **Reduced Price Meal**

To: State Directors
Child Nutrition Programs

Section 245.2(g) of the regulations states: "Reduced price meal means a meal which meets all of the following criteria: (1) The price shall be less than the full price of the meal; (2) the price shall not exceed 40 cents for a lunch and 30 cents for a breakfast; and (3) neither the child nor any member of his family shall be required to supply an equivalent value in work for the school or the school's food service." Section 245.1(b) further states that there may not be any physical segregation of, or other discrimination against, or overt identification of children unable to pay the full price for meals or milk.

USDA's policy allows school food authorities to vary the reduced price meal charge within a school food authority as long as the charge does not exceed 40 cents for a lunch and 30 cents for a breakfast, the reduced price charge is less than the full price of the meal and provided there is no discrimination in the establishment of the charge.

USDA provides this flexibility to schools since, as with full price meals, schools may have a higher reduced price charge in high schools than in elementary schools to account for larger serving sizes for older students.

An issue was raised as to whether or not allowing schools to vary the reduced price charge may discriminate between children from the same family. USDA addressed the issue by saying "By regulation, within the jurisdiction of a school food authority, all children from a family shall be provided the same meal benefits. For reduced price meals, we interpret "the same meal benefit" to mean eligibility for reduced price meals, rather than eligibility for reduced price meals at a specific price. In other words, all eligible children from a family receive the same benefits, a meal at less than full price."

Guidance Materials

USDA and the Bureau for Food and Nutrition Services (BFNS) program materials and resources are sent to schools periodically from the Department of Public Instruction (DPI), Bureau for Food and Nutrition Services. The program guides, videos and manuals provide information about requirements, systems for compliance, and effective program operation. All guidance materials identified subsequently were sent to each school/district. Additional copies of some of the materials are available if you cannot locate the school copy. Check your school/district supplies before sending requests. If you need any of these resources, please check the box(es) below, fill out the mailing information at the end of this form and return to DPI, Bureau for Food and Nutrition Services, P.O. Box 7841, Madison, WI 53707-7841.

❑ *Meal Pattern Requirements and Offer Versus Serve Training Package* includes video, training materials, and *Meal Pattern Requirements and Offer Versus Serve Manual* (FNS 265), USDA, 1990. (dark blue)

Video, training materials, and manual clearly explain the meal pattern and offer versus serve. Informative for managers, staff, faculty, and community. Especially helpful for persons preparing, serving, cashiering, and/or monitoring trays.

❑ *Menu Planning Guide for School Food Service* (PA 1260), USDA, 1983. (white)

Principles of planning lunch and breakfast menus using a variety of foods that meet meal pattern requirements and comply with the Dietary Guidelines. Ideas for merchandising school lunch and breakfast, nutrition education, and involving students and parents in the child nutrition programs.

❑ *Food Buying Guide for Child Nutrition Programs* (PA 1331), USDA, 1984. (blue)

Yield and purchase information for over 600 food items, serving, portioning, common can sizes, volume and decimal equivalents. Updated yield information (supplements) have been distributed to all agencies as released by USDA for new and selected foods in the *Food Buying Guide*.

❑ *Quantity Recipes for School Food Service* (recipe file) (PA 1371), and *Guide to Using Quantity Recipes for School Food Service* (PA 1397), USDA, 1987. (8 x 11 card file)

Standardized and school tested recipes for 50/100 servings of selected menu items. Conversion, portioning, yield and garnishing information.

❑ *HSS 196*, Wisconsin Administrative Code for Restaurants, October, 1991.

State sanitation standard for food service facilities, food handling and storage.

❑ *Sanitation and Safety for School Food Service: Program Development*, DPI/BFNS, 1992.

Resource manual to help school agencies establish and carry out effective sanitation and safety programs to protect the health and safety of students and staff.

❑ *Meal Counting and Claiming Training Package* includes video, training materials, and *Meal Counting and Claiming Manual* (FNS 270), USDA, 1991. (black)

Video, manual and training materials explain acceptable meal counting and claiming systems. Use to train all persons involved with the counting and claiming process.

❑ *Eligibility Guidance for School Meals Training Package* includes video, training materials, and *Eligibility Guidance for School Meals Manual* (FNS 274), USDA, 1991. (green)

Policies and definitions to assist officials in determining applicant eligibility for free and reduced price meals and conducting the annual verification of eligibility.

❑ *"Justice for All" poster*, USDA

Program regulations require that the poster be displayed publicly at each school to announce that the school operates in accordance with USDA nondiscrimination policies.

❑ *Wisconsin Donated Food Distribution Program Handbook*, DPI/BFNS, 1991.

Guide for ordering and handling USDA donated commodity foods. Recordkeeping forms for inventory, transfer of items, reporting losses and complaints.

❑ *Facts About Commodities for the National School Lunch Program* (FNS 251), USDA, 1987.

Provides information about donated commodity foods--yields, uses, storage, nutritional value, and preparation.

❑ *USDA Commodity Descriptions* (FNS 716-1), USDA, 1987.

Descriptions of all government commodities--name, kind, style or variety, product composition, quality and/or grade, size, and packaging.

❑ *School Breakfast Guidance*

Contact BFNS for information on implementing a School Breakfast Program--organizing support for a program, surveys, menu planning, and start-up grants.

❑ *Nutrition Guidance for the Child Nutrition Programs* (FNS 279), USDA, 1992.

Guidance for the promotion of healthy eating for children and teens through the implementation of the Dietary Guidelines.

❑ *Food Purchasing Pointers for School Food Service* (PA 1160), USDA, 1977.

Purchasing procedures, specifications, receiving and inventory systems.

❑ *A Guide for Planning and Implementing a Program of Student and Parent Involvement*, DPI/BFNS, 1985.

Ideas for involving students, parents, and community members in the school lunch program.

❑ *Solving the Money Mystery*, USDA Midwest Region, 1993.

A user-friendly workbook intended to help managers understand the financial operations of their school lunch program. Video to promote the use of the workbook.

❑ *Verification of Eligibility for School Meals*, **sample forms**.

Contact BFNS for sample forms to be used each year when conducting verification of applications for free and reduced price meals. Refer to pages 41-59 of the *Eligibility Guidance for School Meals Manual* (FNS 274), USDA, 1991, for an explanation of the verification process.

Other Recommended Resources

Nutrition Connection, published by DPI/BFNS. Four issues per year.

Provides current information about regulations, legislation, sanitation, commodities, training and nutrition education.

School Foodservice and Nutrition Journal, published by the American School Food Service Association. Eleven issues per year. Members of the association receive issues with membership.

Wisconsin School Food Service Association (WSFSA) Program Standards of Excellence for School Food Service Agencies, WSFSA, 1990.

The standards of excellence document includes standards in nine school food service program areas. Criteria set for each standard can be used as a self evaluation tool to measure program quality. To enroll in the program, contact WSFSA Standards of Excellence Committee chairperson.

Nutrition Education and Training (NET) Program Guide to Nutrition Education Resources, 1993.

The guide designates specific types of nutrition education materials by grade level and topic area. NET materials are available on loan from the DPI address or by calling (608) 267-9120.

Please send requested resources to:

Name: _____

School: _____

Address: _____

City _____ State _____ Zip Code _____

Phone Number: _____

Federal and State Nutrition Programs Administered by the Department of Public Instruction, Bureau For Food and Nutrition Services

U.S. Department of Agriculture

CFDA #	Program
1. 10.550	Food Distribution
2. 10.553	School Breakfast Program
3. 10.555	National School Lunch Program
4. 10.556	Special Milk Program for Children
5. 10.558	Child and Adult Care Food Program
6. 10.559	Summer Food Service Program for Children
7. 10.564	Nutrition Education and Training Program

Note: *CFDA # means the assigned federal number found in the Catalog of Federal Domestic Assistance Numbers.*

State Programs

Section of Statues	Program
1. 115.343	Wisconsin Morning Milk Program
2. 115.345	Nutritional Improvement for Elderly

Under the food-based menu planning alternative, specific food components in minimum quantities must be served for lunch as shown in the chart below.

School Lunch Meal Pattern Requirements

Meal Component	Minimum quantities required for school lunches				
	Ages 1-2	Preschool	Grades K-6	Grades 7-12	Option for Grades K-3
Milk (as a beverage)	6 oz.	6 oz.	8 oz.	8 oz.	8 oz.
Meat or meat alternate (quantity of the edible portion as served):					
Lean meat, poultry or fish	1 oz.	1.5 oz.	2 oz.	2 oz.	1.5 oz
Cheese	1 oz.	1.5 oz.	2 oz.	2 oz.	1.5 oz
Large egg	1/2	3/4	1	1	3/4
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup	1/2 cup	3/8 cup
Peanut butter or other nut or seed butters	2 tbsp.	3 tbsp.	4 tbsp.	4 tbsp.	3 tbsp.
The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above:					
Peanuts, soynuts, tree nuts, or seeds as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds=1 ounce of cooked lean meat, poultry or fish).	1/2 oz. = 50%	3/4 oz.=50%	1 oz.=50%	1 oz.=50%	3/4 oz.=50%
Vegetables/Fruits (2 or more servings of vegetables or fruits or both).	1/2 cup	1/2 cup	3/4 cup + add 1/2 cup over a week(1)	1 cup	3/4 cup
Grains/Breads must be enriched or whole grain) A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or one-half cup of cooked rice, macaroni, noodles, other pasta products, or cereal grains.	5 servings per week—minimum of 1/2 per day(1)	8 servings per week—minimum of 1 per day(1)	12 servings per week—minimum of 1 per day(1)(2)	15 servings per week—minimum of 1 per day(1)(2)	10 servings per week—minimum of 1 per day(1)(2)

(1) For the purposes of this chart, a week equals five days.

(2) Up to one grains/breads serving per day may be a dessert.

Under the food-based menu planning alternative, specific food components in minimum quantities must be served for breakfast as shown in the chart below.

School Breakfast Meal Pattern Requirements

Meal Component	Minimum quantities required for school breakfasts			
	Ages 1-2	Preschool	Grades K-12	Option for Grades 7-12
Milk (fluid) as a beverage, on cereal, or both	4 oz.	6 oz.	8 oz.	8 oz.
Juice/Fruit/Vegetable: Fruit and/or vegetable; or full-strength fruit juice or vegetable juice	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grains/Breads—One of the following or an equivalent combination:				
Whole-grain or enriched bread	1/2 slice	1/2 slice	1 slice	1 slice
Whole-grain or enriched biscuit, roll, muffin, etc.	1/2 serving	1/2 serving	1 serving	1 serving
Whole-grain, enriched or fortified cereal	1/4 cup or 1/3 oz.	1/3 cup or 1/2 oz.	3/4 cup or 1 oz. Plus an additional daily serving of one of the grains/breads above	3/4 cup or 1 oz.
Meat or meat alternates:				
Meat/poultry or fish	1/2 oz.	1/2 oz.	1 oz.	1 oz.
Cheese	1/2 oz.	1 oz.	1 oz.	
Egg (large)	1/2	1/2	1/2	1/2
Peanut butter or other nut or seed butters	1 tbsp.	1 tbsp.	2 tbsp.	2 tbsp.
Cooked dry beans and peas	2 tbsp.	2 tbsp.	4 tbsp.	4 tbsp.
Nut and/or seeds (as listed in program guidance)(·)	1/2 oz.	1/2 oz.	1 oz.	1 oz.

(·) No more than 1 ounce of nuts and/or seeds may be served in any one meal